



ARTICLE 1

COMMUNITY RELATIONS

(Series 1000)

SECTION

- 0. Concept and Roles in Community Relations 1000
- 1. Communication with the Public.....1100
 - (A. Media of Communication1110)
 - 1. County Office-Sponsored Publications, Radio and Television.....1111
 - a. County Office Directory1111.1
 - b. Advertising.....1111.2
 - c. Media Relations1112
 - d. County Office Newsletter Listing Educational Services1114
 - B. County Board of Education Meetings1120
 - (C. School Meetings1130)
 - (D. Use of Students.....1140)
 - E. Responsibilities of County Office Personnel1150
 - F. Inspection of Public Records.....1150.1
 - G. Obtaining Copies of Public Records.1150.2
 - H. Appeal1150.3
 - I Fees1150.4
 - J. Responsibilities of the County Board of Education1160
 - (K. Speaker Services.....1170)
- 2. Participation by the Public1200
 - (A. School-Community Associations1210)
 - (B. Citizens' Advisory Committees1220)
 - 1. Committees Advisory to County Board.....1221
 - 2. Committees Advisory to County Superintendent1222
 - (C. Other School-Connected Organizations1230)
 - D. Citizens' Assistance1240
 - E. Visits to the Schools and Programs1250
 - 1. Loitering or Causing Disturbance.....1251
- (3. Public Activities Involving Staff, Students or County Office Facilities1300)
 - A. Relations Between the Public and County Office Personnel1310
 - 1. Participation in Community Life1311
 - a. Political Activities of County Office Employees.1311.1
 - 2. Complaints Concerning the County Office.....1312
 - a. Complaints Concerning Personnel1312.1
 - b. Complaints Concerning Instructional Materials.....1312.2
 - c. Uniform Complaint Procedures.....1312.3
 - d. Williams Uniform Complaint Procedures.1312.4
 - 3. Gifts to County Office Personnel.....1313
 - 4. Soliciting Funds from and by County Office Personnel1314
 - 5. Distribution of Materials to Schools/Personnel1315

SECTION

(B. Relations Between Public and Students	1320)
(1. Public Performances by Students.....	1321)
(2. Gifts to Students.....	1323)
3. Soliciting Funds from and by Students.....	1324
(4. Advertising and Promotion	1325)
C. Use of County Office Facilities.....	1330
D. Access to County Office Records.....	1340
1. Reports, Surveys, and Requests for Information	1341
4. Relations Between Other Governmental Agencies and the County Superintendent of Schools	1400
(A. Local Units	1410)
(1. Law Enforcement Agencies.....	1411)
2. Fire Department	1412
3. Health Department.....	1413
(4. Welfare Department.....	1414)
(5. Recreation Department	1415)
6. Local School Districts.....	1416
B. County and Intermediate Units.....	1420
(C. State Government.....	1430)
(D. Federal Government.....	1440)
5. Relations Between Area, State, Regional, and National Associations and the Office of the County Superintendent of Schools	1500
(A. Area Associations.....	1510)
(B. State Associations.....	1520)
(C. Regional Associations	1530)
(D. National Associations.....	1540)
6. Relations Between Non-Public and Other Educational Agencies and the County Office.....	1600
(A. Parochial Schools	1610)
(B. Private Schools	1620)
(C. Correctional Schools	1630)
(D. Colleges and University	1640)
(E. Cooperative Arrangements with Other County Offices	1650)

Community Relations

Concept and Roles in Community Relations

The County Board of Education recognizes that the communities served by the County Office of Education should be fully informed about the programs and activities of the County Office. The County Board also recognizes that good community relations are encouraged by two-way communication. Information and interpretations of programs and services go to the community, while needs, desires and concerns of the community come to the Board and the Superintendent.

County Board of Education

The County Board

1. Represents the community's attitude toward the kinds of facilities and educational services to be provided by the County Office and interprets these to the County Superintendent.
2. Considers communications and requests from citizens and refers them to the Superintendent and, when necessary, includes such communications and requests on agendas for action.
3. Serves as a final appeal forum in matters referred by the Superintendent or appealed from the Superintendent's judgment if the Board is empowered to hear such appeal.

County Office of Education

The County Superintendent

1. Establishes and directs the program for providing the citizens of the county and the constituent school districts with adequate information about the County Office, its programs and services, the reasons for the activities, and the results obtained.
2. Represents the County Office in the community by interpreting the County Office's educational services and programs to parents, organizations, the news media, and other community agencies.

Legal Reference: Education Code
 1260 Powers to Promote Advancement of Education

Policy
 adopted: September 1, 1982

Policy
 amended: October 12, 1988

Community Relations

Communication with the Public

The County Board of Education and the County Office of Education adhere to the principle of the public's right to know. They believe that excellence in education can exist only when there is intelligent and knowledgeable support on the part of the people whose taxes have established and maintained the schools.

Since informed support is dependent upon knowledge and understanding of educational goals and activities, the County Office of Education recognizes its responsibility to provide the general public and school districts of Contra Costa County with information services that promote the advancement of education.

As part of the County Board of Education's continuing commitment to advance education, it shall endeavor to establish and maintain effective communication by:

1. Promoting school relations as a management function at both school and central office levels.
2. Supporting a public relations program on a consistent basis.
3. Anticipating the information needs of the public and supporting the provision of information in timely, understandable, and appropriate ways.

Legal Reference: Education Code
 1260 Powers to Promote Advancement of Education

Policy
adopted: September 1, 1982

Policy
amended: October 12, 1988

COMMUNITY RELATIONS

County Office-Sponsored Publications, Radio and Television

Publications or other materials issued by the Contra Costa County Superintendent of Schools Office shall reflect the objectives of the County Office. All written materials intended for system-wide distribution and/or external use shall have appropriate Superintendent's Council level approval before preparation and shall be developed utilizing all available assistance and technical advice of the Public Information Office. Final approval of all such publications rests with the County Superintendent or his designee, the Manager, Public Information.

The criteria of accuracy, suitability, intended audience, timeliness, format, appropriateness of content, and cost in relation to intended use shall be applied to all such written materials developed and prepared by the County Superintendent of Schools Office.

The County Superintendent of Schools Office will publish and distribute materials for the purpose of increasing public understanding of the activities, services, goals and functions of the office and of educational agencies, generally, such as the following:

1. Courses of study and/or curriculum guides.
2. Resource units developed by individual districts and recommended to the County Board of Education for adoption.
3. Other bulletins, brochures and publications (of five pages or more in length).
4. Annual report of the County Superintendent of Schools.

The policy for distribution shall be:

1. At no charge to the State Department of Education, other county school offices, and to student teacher supervisory personnel of cooperating institutions when engaged in such supervisory activities in the County.
2. On a cost basis, set by the County Superintendent, to all other institutions or associations.
3. On a complimentary basis when requested by the County Superintendent or County Board of Education for the purposes of interpreting the educational programs in the county to interested lay persons or other official personnel.

COMMUNITY RELATIONS**County Office-Sponsored Publications, Radio and Television (continued)**

4. On a loan basis to organizations developing similar publications for the purposes of study and evaluation.

Copyright provisions shall be:

1. Copyrights for minor publications or limited printing will not normally be sought.
2. Copyrights for major publications shall be sought on approval of the County Board of Education. The purpose of such copyrights is not to limit proper educational usage for the publications, but to ensure that private profit shall not occur as the result of public expenditures.

(cf. 4132 – Publication or Creation of Materials)

The site administrator of each school operated by the County Superintendent of Schools shall be responsible for routine school announcements to parents, such as those concerning closing of school, alternate routes to and from school, parent-teacher association meetings, clothing and fund drives, lunch tickets, and so on. The site administrator shall route informational copies to appropriate personnel in the district office and will keep a file copy of all such releases for needed future reference.

Legal Reference: Education Code
 1260 Power to Promote Advancement of Education
 36172 Promotional Activities

Regulation
approved: June 9, 1982

Community RelationsCounty Office Directory

The directory contains, but is not limited to, a list of the County Office's programs, services, school and community college districts, the membership of the County Board of Education, and the administrative staff. It is intended for use by County Office employees, school districts, and agencies connected with school programs.

Directors may be made available to individuals, agencies and organizations not connected with the County Office's educational programs or services by contacting the Office of the County Superintendent of Schools and paying a fee as determined by the County Office for the cost of production.

Individuals or agencies requiring the addresses and/or telephone numbers of County Office employees may obtain such information, if on public record, through the personnel office in accordance with procedures established by that office.

(See Policy and Regulation 4112.6 regarding Personnel Records.)

Regulation
approved:

June 9, 1982

Community RelationsAdvertising: County Office-Sponsored Publications, Radio and Television

County Office-sponsored publications, announcements, radio and television programs may, with certain restrictions, carry advertising and promotional material from two sources: (1) those solicited by County Office organizations and (2) those offered by non-school individuals, groups, or organizations.

With respect to advertising copy solicited by County Office personnel and organizations, the following guidelines apply:

1. Excessive solicitations or the same sources should be avoided.
2. Advertising copy promoting the use and sale of materials or services (such as tobacco, intoxicants and movies) which are inconsistent with agency objectives is not to be permitted in County Office publications.
3. The processes of soliciting advertising, preparing copy and the publications shall be permitted to the extent which, in the judgment of responsible administrative office personnel, such processes further the educational well-being of the pupils involved, rather than exploiting them to raise money.

With respect to advertising copy offered by non-county office individuals, groups, or organizations, the following guidelines apply:

1. The administration may, at its discretion, accept such copy from non-profit, community or non-county agencies or organizations so long as publication of the copy does not infringe upon the school program or County Office functions.
2. Site administrators should require from publications' sponsors a list of all advertisers to be contacted during the year.
3. Excessive solicitation of the same sources should be avoided.
4. Commercial establishments whose primary source of revenue is the sale of intoxicants or tobacco should not be permitted to appear as advertisers in school publications.

Regulation
approved:

June 9, 1982

CommunityMedia Relations

The Contra Costa County Office of Education will strive to maintain full cooperation with the news media as the primary avenue of general communication with the public, with the goal of enhancing public understanding of the educational system in Contra Costa County.

The Public Affairs Office will provide all information that is public by law and will respond to reasonable demands of the news media upon the County Office.

The director of the Public Affairs Office and his or her staff members are designated to disseminate information concerning the County Office of Education to the news media. To ensure that content and format of information are in keeping with objectives and standards of the County Office of Education and that responses are made with deliberation and accuracy, contacts with the news media shall be channeled through the Public Affairs Office as will all written releases to the print and broadcast media.

Legal Reference: Education Code
 1260 Powers to Promote Advancement of Education

 Government Code
 54950 Public Right to Know

Regulation
approved: June 9, 1982

Regulation
amended: August 11, 1993

CommunityMedia Relations

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

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

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

The Superintendent or Public Affairs Director shall coordinate the release of information concerning the County Office.

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

Like all visitors, media representatives are encouraged to identify themselves when they enter school grounds so as to avoid causing disruption or confusion. Working with the Public Affairs Director, the program administrator or designee at each site shall provide the media with information relating to his/her school including information about the school's accomplishments and events of special interest.

Agency 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 County Office 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 program administrator so as to alleviate any possibility of disturbances on campus. This also allows the program administrator to arrange for interview times that will not interfere with the student's class attendance.

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 Public Affairs Director, who shall:

Community

Media Relations (continued)

1. Prepare an official statement responding to the particular situation.
2. Update the official statement as events unfold.
3. Keep the County Board, staff and, when appropriate, parents and/or students well informed.

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

adopted: August 11, 1993

Community RelationsCounty Office Newsletter Listing Educational Services

The County Office of Education newsletter on educational services contains a list of workshops, conferences, courses, and educational events sponsored by the County Office or County Board of Education, school districts, and other accredited educational agencies. It is intended for use by County Office of Education employees and the school districts of Contra Costa County.

First consideration for inclusion of items in the newsletter shall be given to programs and events sponsored or coordinated by the Contra Costa County Office of Education.

On the basis of available space, other announcements meeting the qualifications listed above may be included if they are submitted by a school principal or school district official.

All items for consideration must be received in writing no later than the deadline announced in the newsletter.

Workshops, conferences, courses, and contests must be open to all school districts, education personnel, or students in Contra Costa County.

Announcements must include cost and eligibility for participation. No commercial advertising will be accepted.

Final approval of all publications rests with the County Office of Education or his designee, the Public Affairs Officer.

Regulation
approved: July 14, 1988

Community RelationsCounty Board of Education Meetings

The County Board of Education wishes to provide an avenue for any citizen to express interest in the schools. Accordingly, the public is encouraged to attend any regular or special meeting of the Board. A copy of the Board Agenda and supporting material is available to the public at all regular and special board meetings.

Meetings of the County Board of Education are conducted for the purpose of carrying on the business of the Board and, therefore, are not public meetings, but meetings held in public. Meetings are closed to the public only during closed sessions, the purpose of which is to discuss certain matters which are confidential by nature and which are permitted by law to be considered in closed session.

While it is the intent of the Board of Education to extend to all citizens a fair and adequate hearing on every matter of concern, complaints from individual citizens or groups within the county about members of the staff or instructional materials will not be considered by the Board until efforts have been made to resolve any such complaint by use of the established complaint procedure. (See Policy 1312, Regulation 1312.1, and Regulation 1312.2 regarding complaints concerning personnel and instructional materials)

The County Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings is made by posting the agenda on the bulletin board of every school operated by the County Office, at the County Office of Education Office, and at designated public locations, at least 72 hours before a regular meeting and 24 hours before a special meeting. Notice of meetings will also be given to news media and to those citizens and community and professional organizations who specifically request such notification. Under emergency conditions, a special meeting may be announced by posting the agenda or call for the meeting only, although a determined effort will be made to notify all concerned news media, organizations and individuals. A reasonable charge may be made of those persons and organizations requesting continued advance announcements and agenda backup materials.

Any member of the public may place a matter directly related to County Office business on the agenda of a regular Board meeting, subject to the following conditions.

1. The request must be in writing and be submitted to the Superintendent together with supporting documents and information, if any, at least five business days prior to the legally required posting of the agenda.

County Board of Education Meetings (continued)

2. The Superintendent and Board President shall judge whether the request is or is not a "matter directly related to County Office business."
3. No matter which is legally a proper subject for consideration in closed session will be accepted under this provision.
4. The Board of Education may place limitations on the total time to be devoted to the matter at any meeting and may limit the time allowed for any one person to speak on the matter at that meeting.

The County Board of Education may take action on a matter placed on the agenda in this manner.

This provision permitting a member of the public to place a matter on the agenda does not prevent the Board from hearing any matter which a member of the public may wish to bring to the attention of the Board at a regular meeting, but the Board cannot take action on such matter at that meeting. The matter could be placed on the agenda for a future meeting and action taken at that time.

Persons addressing the Board shall be guided and constrained by the following conditions:

1. Three minutes may be allotted to each person addressing the Board, with a maximum of twenty minutes to any subject. The presiding officer of the Board shall endeavor to allot equal time to persons having opposing views on a subject. These general time allotments may be altered at the discretion of the presiding officer.
2. During the time when the Board is holding official meetings, only those persons recognized by the presiding officer shall be permitted to participate in the discussion. Any attempt by any person not so recognized to discuss any matter before the board is out of order.
3. Inappropriate conduct by a person declared out of order by the presiding officer for violation of any of the above rules shall be grounds for summary termination of that person's privilege of addressing the Board for that meeting.

County Board of Education Meetings (continued)

Information regarding the procedure for audience participation at Board meetings will be made available to the audience prior to any Board meeting.

Legal Reference: Education Code

78 "Governing Board" Defined

1009-1016 Meetings of County Board of Education

1040 Duties of Boards

Government Code

54950 Declaration, Intent, Sovereignty (meetings)

54951 Local Agency, Definition

54953 Conditions to Attendance (board may not require registration, questionnaires, etc.)

54957 "Closed" Sessions; "Employee" Defined; Exclusion of Witnesses

54957.9 Willful Interruption of Public Meeting; Clearing of Room

Policy

adopted: April 13, 1994

Community RelationsResponsibilities of County Office of Education Personnel (to the community)

Recognizing that the County Office of Education establishes and directs services providing citizens of this county with information about the County Office, its programs and services, the County Office of Education or designee(s) shall determine the use of staff time to provide information to members of the general public and establish administrative regulations governing direct public access to documents and material within the county Office of Education.

Legal Reference

Education Code

1260

Government Code

54950

Policy

adopted:

April 6, 1983

Community RelationsInspection of Public Records

1. Inspection of the original copy of any public record of the Board or Office of Education will be permitted during regular office hours of the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill.
2. Requests to inspect such records should be filed with the Superintendent and/or designee at least five working days prior to the requested date in order to ensure availability.
3. Request for inspection should be as specific as possible in identifying the records desired.
4. Original copies of public records shall not be removed from the County Office of Education.
5. If search for the records by a County Office of Education employee is necessary, inspection of the public record will be subject to the payment of fees under Regulation 1150.4.

Legal Reference: California Government Code
6250-6260, 54950

California Administrative Code
18470-18473

Education Code
1260

Regulation
approved: August 16, 1983

Regulation
amended: August 15, 1991

Obtaining Copies of Public Records

1. Request to obtain copies of public records may be made in person or by mail to the Superintendent and/or designee at the County Office of Education.
2. Data from tape or computer records shall be provided in such form as will cause the least burden in the judgment of the head of the responsible unit in the County Office of Education.

Legal Reference: California Government Code
6250-6260, 54950

California Administrative Code
18470-18473

Education Code
1960

Regulation
approved: August 16, 1983

Community Relations

Appeal

1. If access to a certain document is denied by the Superintendent and/or designee, appeal may be made in writing within 10 days of the refusal. a final decision will be made within 15 working days of the date of appeal.

Legal Reference: California Government Code
6250-6260, 54950

California Administrative Code
18470-18473

Education Code
1260

Regulation
approved: August 16, 1983

Community RelationsFees

1. The first half hour of search by a county employee for records requested shall be free. After that, the fee will be \$15.00 per hour.
2. Copies of a public record shall be available for ten cents per page. Search for record, if greater than one-half hour, shall be charged under 1. above.

Legal Reference: California Government Code
6250-6260, 54950

California Administrative Code
18470-18473

Education Code
1260

Regulation
approved: August 16, 1983

Regulation
amended: August 15, 1991

Community RelationsResponsibilities of the Board of Education (to the Community)

The responsibility of the Board of Education is to review and evaluate the Office of the County Office of Education. The Board of Education's prime functions are the formulation of policies and judgment of results. Its ultimate goal is the maintenance and upgrading of the educational standards, facilities and services for the County Office.

The Office of the County Office of Education and the County Board of Education have been created as a unit of state government. The Board is therefore responsible not only to the citizens of the county but to the state government as well. The Board may take a public position on legislation which will directly or indirectly affect the educational programs within the county.

Members of the Board of Education, individually, will refer compliments, suggestions and constructive criticism about operational matters directly to the Superintendent for appropriate consideration and/or action. Comments affecting policy will be routed through regular channels to the Board of Education meeting agenda for consideration by the Board as a whole.

No Governing Board member, individually, will speak for, or in the name of, the Governing Board unless authorized by Board action to do so. (CF 9020--Public Statements.)

Legal Reference:	Education Code
	78 "Governing Board" Defined
	1040-1043 Duties and Responsibilities of County Boards of Education
	35174 Influencing Electors

Policy
adopted: September 1, 1982

Community Relations

Participation by the Public

Residents of the community shall be encouraged to take an active part in school affairs. Persons may be invited to provide advice individually and in groups as follows:

1. In clarifying the general ideas and attitudes held by residents regarding the Office of the County Superintendent.
2. In developing Board policies under which the County Office is to be managed.
3. In establishing administrative arrangements and regulations designed to implement the policies.
4. In determining educational goals, the purposes of courses of study and special instructional programs and services to be provided for students and local school districts.
5. In evaluating the extent to which these purposes are being achieved by present practices.
6. In giving active assistance to the Certificated staff in the actual operation of classes and services where the staff deems such aid valuable.
7. In solving a specific problem or set of closely related problems about which the governing board must make a decision.
8. In the operation of school-related agencies.

The County Board of Education and the staff shall give substantial weight to the advice which they receive from individual and community groups interested in the schools, especially those individuals and groups which they have invited to advise them regarding selected problems, but the Governing Board and staff shall use their best judgment in arriving at decisions.

Policy
adopted: September 1, 1982

Community RelationsCitizens' Advisory Committees to the County Board of Education

Advisory committees should be appointed only when there is definite function to be performed, and this function should be detailed in a written charge to the committee when it is appointed.

Advisory committees should be appointed primarily to advise the County Board and the Superintendent. In general, individual members of such committees shall not be requested to perform specific services for the board. Unique talents of members can best be utilized on a consultative basis.

Advisory committees should not be appointed to advise on matters requiring decision by the County Board unless adequate time is available for a thorough study by the committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

Upon completion of its assignment, each committee shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment. The Board will indicate whether the committee is an "ad hoc" or "standing" committee.

The County Board will present to the committee specific written charges to include such information as:

1. The length of time each member is being asked to serve.
2. The service the County Board wishes it to render.
3. The resources the County Board intends to provide to help it complete its job.
4. The approximate dates on which the County Board wishes it to submit reports.
5. The time and place of the first meeting.
6. The County Board policies governing citizens; committees to help clarify relationships from the beginning.
7. The procedure to be used in the selection of the Committee chairperson.

Community RelationsCitizens' Advisory Committees to the County Board of Education (continued)

8. Its relationships with the county Board as a whole, with individual County Board members, with the Superintendent, and with other members of the professional staff.
9. The approximate date on which the county Board expects to dissolve the committee.

The County Board shall have the sole power to establish and dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

Publicity

The County Board of Education shall attempt to assure that the public is made aware of the service rendered by such committees of citizens as it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such a time and in such manner as the County Board may choose.

Expenses, Travel, Reimbursement

When the Superintendent approves a request by a committee that members be authorized to attend a conference, visit an educational facility or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member at the same rates and under the same conditions as those provided for district employees and officers. Changes in the limits of expenses may be made at the time the Board approves a committee request on presentation by the committee of acceptable reasons. This policy applies regardless of the source of the funds being spent for this purpose.

(cf. 4133/4133--Travel; Reimbursement)

(cf. 9250--Remuneration and Reimbursement)

Legal Reference:	Education Code
	35169 Advisory Committees
	35172 Promotional Activities

Policy

adopted: September 1, 1982

Community RelationsCitizens' Advisory Committees for the County Superintendent/Staff

The County Superintendent shall maintain supervisory control over all aspects of the use of citizens' advisory committees and individual citizens by the County Office of Education Office.

From time to time the County Superintendent will provide the County Board of Education with summary report and appraisal of the use of lay citizens by the County Office of Education Office.

Legal Reference:	Education Code
	35169 Advisory Committees
	35172 Promotional Activities

Regulation
approved: June 9, 1982

Community RelationsCitizens' Assistance

The wealth of educational resources represented by residents of the county and visitors to County Office programs should be utilized by the staff in all appropriate ways (e.g., as consultants, lecturers, demonstrators, lay readers to assist teachers, playground supervisors, and the like).

The County Superintendent is requested to develop and present to the County board of Education for its approval a working plan which will allow for such citizen utilization.

Volunteer Workers

A volunteer worker is described as an unsalaried person authorized by the County Superintendent. A volunteer worker shall serve without compensation or other benefits except protection against financial loss as a result of industrial injury by Workers Compensation Insurance coverage.

The County Superintendent may authorize the use of volunteer aides under the immediate supervision and direction of Certificated and/or administrative personnel of the County Office to perform work which serves to assist Certificated and/or administrative personnel in performance of teaching and administrative responsibilities.

Legal Reference: Education Code

35021	Volunteer Aides
35212	Insurance Coverage for Volunteer Aides
44815	Non-Certificated Supervisors; Compensation
45349	Volunteers
49340	et. seq. Instructional Aides
49406	Examination for Tuberculosis

Labor Code

3364.5	Volunteer Counted as Employee of District for Workers Compensation on Passage of Resolution
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Policy

adopted: September 1, 1982

Community RelationsVisits to the Schools and Programs

The County Board of Education and the County Office of Education welcome and strongly encourage members of the community and other interested persons to visit the schools and programs of the county Office of Education Office.

The County Superintendent will establish regulations which will

1. Encourage visitors to observe the schools and programs.
2. Provide for appropriate hospitality for visitors.
3. Channel expressions of approval as well as constructive criticism to the county Superintendent and/or the County Board of Education, as appropriate.
4. Ensure that such visits will enhance the effect of the educational programs rather than hinder them.
5. Require all visitors to register in the office of the site administrator upon arrival at the school.

Legal Reference: Education Code
 35292 Visits to Schools (Board Members)

Policy
adopted: September 1, 1982

Community RelationsLoitering or Causing Disturbance

All persons with legitimate business are welcome at facilities operated by the County Office of Education Office. However, any person who is not a member of the County Office staff or who is not a student or participant in a program of the County Office must register as a visitor in the office of the site administrator.

Anyone who causes a disturbance or exhibits disorderly behavior is subject to prosecution according to the law.

Legal Reference:

Education Code

- 32210 Willful Disturbance of Public School or Meeting
- 32211 Threatened Disruption or Interference with
Classes; Misdemeanor
- 44810 Willful Interference with Classroom Conduct
- 44811 Upbraiding, Insulting and Abusing Teachers
- 44812 Insulting and Abusing Teachers

Penal Code

- 653g Loitering About Schools or Public Places

Regulation

approved: June 9, 1982

Community Relations

Relations Between the Public and County Office Personnel

The County Board of Education and the County Superintendent recognize that teachers and other employees of the County Office have mixed roles in their relations with the public. A teacher, for example, may have to decide between his/her responsibility as a professional employed by the County Office or as a member of the community when questions arise concerning goals or operations of the County Office and its schools.

The Board and Superintendent believe that the Constitutional rights of all employees must be protected, including the right of free speech. The Board and Superintendent also believe that the County Office, schools and programs, the teachers and other employees, the administration and the Board of Education should not be subject to unfair, unwarranted or malicious attack, either from members of the public or from members of the staff.

To help achieve these ends the Board and the Superintendent will provide procedures for handling of differences of opinion between the Board and the public, between the Board and the staff, and between the public and the district employees. The procedures shall have a least the following characteristics to:

1. Protect and guarantee each employee's Constitutional rights.
2. Set guidelines for assisting teachers in distinguishing between their professional employee responsibilities and their responsibilities as lay citizens.
3. Establish procedures for handling differences of opinion and complaints, which are fair, reasonably quick, and which can be expected to resolve the dispute.
4. Provide for channels of communication within the County Office to enable employees to have ready access to the policies, regulations and bylaws of the Board of Education and the Office of Education, and to have prompt notification of coming events. The public shall also have access to the county policies manual.

(cf. 1120 - County Board of Education Meetings)

(cf. 1312 - Complaints Concerning County Office Personnel/Instructional Materials)

(cf. 34135.4/4234.4 - Grievances/Complaints)

(cf. 5145.6 - Student Grievance Procedure)

Policy

adopted: September 1, 1982

Community RelationsParticipation in Community Life

Employees are encouraged to become identified with the community through community and professional organizations and to participate in those activities that do not conflict with their professional assignments and are in accord with County Office policies and regulations.

The support of parent organizations or of organizations with similar goals and functions is recognized by the County Superintendent as being vital in providing education to the community. Employees are encouraged to participate in and attend parent organizations related to the school site to which they are assigned.

Regulation
approved: June 9, 1982

Regulation
amended: August 15, 1991

Community RelationsPolitical Activities of County Office Employees

Employees of the County Office of Education are expected to assume the full responsibility of citizens living in a democracy.

Performance of Civic Duties by County Office Personnel

Personnel are expected to perform their civic duties commensurate with democratic ideals. Such duties may include:

1. Voting and taking an interest in the social, political and economic issues of the day.
2. Exercising democratic rights and responsibilities which are shared in common with other citizens. These rights and privileges may include:
 - a. Electioneering for candidates
 - b. Accepting positions in political campaigns
 - c. Holding an office in a political organization
 - d. Serving as delegate to political party conventions

Individual Responsibilities in Participating in Political Functions

Personnel engaging in political activities shall:

1. Realize their primary obligation is to their assigned duties.
2. Endeavor to make others realize that their utterances and actions are performed merely as individuals and not as representatives of any educational institution.
3. Engage in no political activities on school premises during school hours.

Legal Reference:	Education Code
	7000-7007 Prohibition of Communist Party Membership
	7050-7057 Political Activities of School Officers and Employees

Policy
adopted: September 1, 1982

Community RelationsPolitical Activities of County Office Employees

The right of County Office employees to engage in political activity on their own time is guaranteed by law. The Education Code specifically prohibits interference with their participation in political activity during off-duty hours. It is not to be inferred that natural exchange of ideas and conversation among personnel regarding candidates or political issues is considered improper or illegal. On the other hand, County Office employees have an obligation not to engage in or permit improper use of County Office time, County Office materials, or County Office facilities for campaign purposes. Under no circumstances should County Office personnel.

1. solicit support or campaign contributions on County Office property during hours of duty.
2. use County Office equipment for reproductions of campaign materials or County Office mail service for distribution of campaign brochures.
3. distribute campaign materials on County Office property. Exception: Meetings conducted at county Offices under the Civic Center Act, at which time discussion of political issues and candidates is proper and legal.
4. permit the use of pupils in any way. Campaign brochures or related materials should not be placed in the hands of pupils at any County school.

While County Office employees should not conduct meetings for political discussion on County Office property during duty hours, they, and other citizens do have the right to use schools for meetings under the Civic Center Act. Such use shall in no way interfere with the use and occupancy of the school and grounds as is required for the purposes of the public schools.

Individual Responsibility in Participating in Political Functions

Employees engaging in political activities shall

1. realize their primary obligation is to their work as employees of the County Office.
2. endeavor to make others realize that their utterances and actions are performed merely as individuals and not as representatives of any educational institution.
3. engage in no political activities on County office premises during duty hours.

Community Relations

Political Activities of County Office Employees (continued)

Personal Leave for Political Activities

Leaves of absence without pay for political activities may be granted for the purpose of being a candidate for political office or for holding political office upon proper request and mutual agreement. (cf. 4152.7/4252.5 - Long-term Leaves: Political)

Legal Reference:

Education Code

7000-7007 Prohibition of Communist Party Membership

7050-7057 Political Activities of School

40040-40058 Use of School Property for Public Purposes

Policy

adopted: September 1, 1982

Community Relations

Complaints about County Office Personnel

The County Office of Education places great trust in the employees of the County Office, and desires to support their actions in such manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

The following procedures shall be followed in order to permit the public to lodge criticism against any staff member, to the extent they do not conflict with existing labor agreement provisions, yet protect the rights of the staff member and the County Office of Education:

1. Complaints against County Office Personnel should be made directly by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the employee's administrative supervisor or principal. If, after review by the supervisor, the complaint remains unresolved, the supervisor shall refer the written complaint, together with the supervisor's report and analysis of the situation, to the County Superintendent or designee. The County Superintendent's decision shall be final.
2. Every effort should be made to resolve the complaint at the earliest possible state.
3. Failure of the complainant to put the complaint into written form will be considered by the County Superintendent as a dropping of the complaint.

Legal Reference: Education Code

- 1294.5 Employment of Certificated Employees by the County Office of Education
- 35146 Closed Sessions
- 35203 Duty of District Attorney to Defend in Certain Cases
- 44811 Upbraiding, Insulting and Abusing Teachers
- 44812 Insulting and Abusing Teachers
- 44932-44949 Resignation, Dismissal and leaves of Absence (rights of employee; procedures to follow)

Regulation

approved: June 9, 1982

Community Relations

Complaints about Instructional Materials

The following procedures have been established too provide a system for receiving, considering and acting upon written complaints about instructional materials used by the County Office.

All complaints must be presented in writing to the site or program administrator and must include the name of the author, title, publisher, and the objection by pages and items; in cases of materials other than printed materials, 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.

When a complaint is received, the recipient will acknowledge the receipt of the complaint and will answer any questions regarding procedure. The administrator will then notify the County Superintendent or designee and theater(s) involved of the receipt of the complaint. the Superintendent or designee will determine whether the complaint should be considered an individual request or whether a building or County Office level review committee should be activated to re-evaluate the material.

An individual student may be excused from using challenged materials after the parent or guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit.

The building level review committee shall be under the direction of the Superintendent or designees and shall consist of the Site administrator and four or more members selected by the assistant superintendent for instruction from school or county Office personnel directly concerned.

The County Office level review committee shall be under the direction of the superintendent and shall consist of the assistant superintendent for instruction (or equivalent position) and five or more members selected by the Superintendent from the administrative instructional areas directly concerned with the subject of the complaint.

The use of challenged materials by class, school or county office shall not be restricted until final disposition has been made by the appropriate review committee, but, as above, individual students may be permitted to use alternative materials.

In review of challenged materials the review committee shall consider the educational philosophy of the County Office of Education; the professional opinions of other teachers of the same subject and of other competent authorities; reviews of the materials by reputable bodies; the teacher's own stated objectives in using the materials; and the objection of the complainant.

Community RelationsComplaints about Instructional Materials (continued)

The findings of the building review committee and/or the County Office level review committee shall be summarized in a written report and be transmitted to the Superintendent or designee, who will determine how interested parties shall be notified.

Review by the County Board of Education will be made if the decision of the County Superintendent is challenged by the complainant. The review hearing will be conducted in public, with all interested parties in attendance. The Superintendent will provide the County Board with all pertinent documents, together with the Superintendent's decision and rationale for the decision. If it is determined by the Board that the material should be withdrawn from use, it will be also be withdrawn from the list of approved instructional materials. If the Board determines that the material should be continued in use, no change will be made in the list of approved materials. The County Superintendent, as secretary to the County Board, will notify all parties of the disposition of the complaint.

State Adopted Material

If the challenged material has been adopted by the State Board of Education, the County Superintendent may forward the complaint, without action, to the office of the State Department of Education for re-evaluation and decision.

(cf. 6161 - Equipment, Books and Materials: Procedures and Criteria for Selection and Adoption)

Legal Reference: Education Code

1241 County Superintendent to Enforce the Use of Approved Textbooks

18111 Exclusion of Bills by Governing Board

60040-60047 Content Requirements for Instructional Materials

60200 et seq. Elementary School Material-Selection and Adoption

60400 et seq. Secondary School Textbooks-Selection and Adoption

Regulation

approved: June 9, 1982

Community Relations

UNIFORM COMPLAINT PROCEDURES

The County Board of Education recognizes that the Contra Costa County Office of Education (CCCOE) has responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The County Office of Education shall investigate and seek to resolve complaints about CCCOE programs at the local level. Upon receipt of a written complaint regarding CCCOE programs from an individual, public agency or organization, uniform complaint procedures shall be initiated.

The Superintendent/designee shall use the uniform complaint procedures when addressing complaints including:

1. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying in County Office of Education programs or activities based on actual or perceived age, sex, sexual orientation, gender, gender identity, gender expression or genetic information, ethnic group identification, race, ancestry, national origin, religion, color, mentor or physical disability, marital or parental status, the perception of one or more such characteristics, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state or federal financial assistance;
2. Complaints alleging the County Office of Education's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities in its CCCOE programs;
3. Complaints regarding the requirements for the development and adoption of a school safety plan for its CCCOE programs, and also may be used when addressing complaints alleging failure to comply with state or federal law in the following County Office of Education programs: adult education programs, consolidated categorical aid programs, career technical and technical education and training programs;
4. Complaints regarding the implementation of the CCCOE Local Control Funding Formula (LCFF). Such complaints may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

This policy prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The County Board and Superintendent encourage the early, informal resolution of complaints at the site level whenever possible.

Community Relations

UNIFORM COMPLAINT PROCEDURES

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

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

This policy and related Administrative Guidelines are intended to comply with Title 5 of the California Code of regulations, 4600 et seq., and are not intended to extend beyond such requirements.

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 8200-8498 Child care and development programs
- 8500-8538 Adult basic education
- 18100-18203 School libraries
- 32289 School safety plan, uniform complaint procedures
- 35186 Williams uniform complaint procedures
- 37254 Intensive instruction and services for students who have not passed exit exam
- 41500-41513 Categorical education block grants
- 48985 Notices in language other than English
- 49010-49013 Student fees
- 49060-49079 Student records
- 49490-49590 Child nutrition programs
- 52075 Local control and accountability plans
- 52300-52499.6 Career technical education
- 52500-52616.24 Adult schools
- 52800-52870 School-based coordinated programs
- 54000-54041 Economic impact aid programs
- 54400-54425 Compensatory education programs
- 56000-56885 Special education programs
- 59000-59300 Special schools and centers
- 64000-64001 Consolidated application process

Community Relations

UNIFORM COMPLAINT PROCEDURES

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4671 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Policy adopted: November 16, 1994

Policy amended: February 8, 1995
June 19, 2002
May 24, 2006
April 15, 2015

Community Relations

UNIFORM COMPLAINT PROCEDURES

1.0 Compliance Officers

The County Office of Education designates the following compliance officer or designee to receive and investigate complaints and ensure district compliance with the Law:

Associate Superintendent, Human Resources
Contra Costa County Office of Education
77 Santa Barbara Road
Pleasant Hill, CA 94523

2.0 Notifications

The County Superintendent of Schools or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of 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.

3.0 Definition

Complaints address violations of law or regulations. Under Uniform Complaint Procedures (UCP) a complaint does not involve personal or professional misconduct by an employee; it involves programmatic noncompliance by the County Office of Education.

4.0 Procedures

The following procedures shall be used to address all complaints which allege that the County Office of Education has violated federal or state laws or regulations governing educational programs. Educational programs include Special Education, Career Development, Adult Education in county jails, and consolidated categorical aid programs. The compliance officer or designee 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 County Office of Education 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.

Community Relations

UNIFORM COMPLAINT PROCEDURES (continued)

4.1 Step 1: Filing of Complaint

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

4.1.2 The complaint shall be presented to the Associate Superintendent, Human Resources, as the designated compliance officer. The Associate Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp.

4.1.3 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)

4.1.4 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)

4.2 Step 2: Informal Local Mediation

4.2.1 Within three (3) days of receiving a complaint, the compliance officer or designee shall informally discuss with the complainant the possibility of using informal non-binding local mediation. If all parties agree to informal non-binding local mediation, the compliance officer or designee shall make all arrangements for this process. The compliance officer or designee will maintain a list of neutral mediators so that one can be selected to the satisfaction of all parties concerned.

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

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

4.2.4 The use of informal mediation shall not extend the County Office of Education's timelines for investigation and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Community Relations

UNIFORM COMPLAINT PROCEDURES (continued)

4.3 Step 3: Investigation of Complaint

4.3.1 The compliance officer or designee shall hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to locally 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 representatives of the County Office of Education 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).

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

4.3.3 Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

4.3.4 Refusal by the representatives of the Contra Costa County Office of Education to provide the investigator with access to records and/or other information related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

4.4 Step 4: Response/Resolution

An investigation shall be completed within 60 days after receiving a request for direct intervention or an appeal request, unless the parties have agreed to mediate and agree to extend the timelines.

The compliance officer or designee shall prepare and send to the complainant a written report of the County Office of Education's investigation and decision, as described in Step 5 below.

Community Relations

UNIFORM COMPLAINT PROCEDURES (continued)

4.5 Step 5: Final Written Decision

4.5.1 The report of the County Office of Education'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 County Office of Education will arrange a meeting at which a community member will interpret it for the complainant.

4.5.2 This report shall include:

4.5.2.1 The findings and disposition of the complaint, including corrective actions, if any.

4.5.2.2 The rationale for the above disposition.

4.5.2.3 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.

4.5.2.4 A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

4.5.2.5 In a discrimination complaint, notice of right to seek civil law remedies no sooner than 60 days after filing an appeal with CDE.

4.5.3 If an employee is disciplined as a result of the complaint, this report shall state only that effective action was taken and that the employee was informed of County Office of Education's expectations. The report shall not give any further information as to the nature of the disciplinary action to protect employee confidentiality.

5.0 Appeals to the California Department of Education

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

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

Community Relations

UNIFORM COMPLAINT PROCEDURES (continued)

6.0 Civil Law Remedies

6.1 Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the agency's complaint procedures. Such remedies may include mediation centers, public/private interest attorneys, injunctions, restraining orders, etc.

6.2 For discrimination complaints, however, a complainant must wait until 60 days has elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the agency has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint.

Legal References:

EDUCATION CODE
 200-262.3 *Prohibition of Discrimination*
 35146 *Closed Sessions*
 35160.5 *Requirement of School District Policies: Parental Complaints re: Employees*
 48985 *Notices in Language Other Than English*
 49060-49079 *Student Records*
 60650 *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 1000c et seq.

TITLE IX, EDUCATION AMENDMENTS OF 1972
 20 U.S.C.S. Section 123.1g, 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 1994
 20 U.S.C.A Section 1221, 123g

34 CODE OF FEDERAL REGULATIONS
 Section 100.7(e)

Community Relations

UNIFORM COMPLAINT PROCEDURES (continued)

Administrative Procedures References:

Policy 1150.3 Obtaining Copies of Public Records

Policy 5131 Students conduct

Regulation 5131.8 Student Behavior Management - Special Education

Policy 5144 Discipline

Policy 5144.7 Sexual Harassment

*Contra Costa Special Education Local Plan Area
Plan Section Appeals and Due Process*

Regulation
approved: June 9, 1982

Regulation
amended: November 16, 1994 June 19, 2002
February 8, 1995 May 24, 2006

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

5 CCR 4621 has long required every school district to adopt uniform complaint procedures for the resolution of complaints regarding discrimination or failure to comply with state or federal law in certain categorical programs. As added and amended by SB 550 (Ch. 900, Statutes of 2004) and AB 2727 (Ch. 903, Statutes of 2004), Education Code 35186 mandates that the district establish policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. Education Code 35186 requires that the district adopt policies and post notices by January 1, 2005. See the accompanying exhibits for notice and complaint form.

Education Code 35186, as added, requires a district to use the uniform complaint procedure, with modifications, to identify and resolve complaints regarding those issues listed above. However, Education Code 35186 sets forth different timelines for investigation and resolution of complaints than the timelines specified under the long-standing uniform complaint procedures required by 5 CCR 4600-4671. Therefore, the following regulation creates a “supplemental” uniform complaint procedure to investigate complaints filed pursuant to Education Code 35186. It is recommended that districts use this procedure only for those complaints specified in Education Code 35186 and that existing complaint procedures continue to be used for all other issues.

For procedures related to complaints about employees, other than vacancy or assignment, see Board Policy 1312.1 – Complaints Concerning Personnel. For complaints concerning specific instructional materials, see Board Policy 1312.2 – Complaints Concerning Instructional Materials. For regular uniform complaints, see Board Policy 1312.3 – Uniform Complaint Procedures.

Policy
approved: February 2, 2005

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The county office shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred:
(Education Code 35186)

1. Instructional materials
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to instructional materials to use at home or after school in order to complete required homework assignments.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

2. Teacher vacancy or misassignment

Vacancy

- a. A semester begins and a certificated teacher is not assigned to teach the class.

Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 33126)

Misassignment

- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186)

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints (continued)

3. Facilities
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

Filing of Complaint

A complaint alleging any condition(s) specified above may be written on the Williams Uniform Complaint Procedure form and filed with the principal/program manager or designee. The complainant need not use the complaint form to submit a complaint. The principal/program manager or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Education Code 35186)

The principal/program manager or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal/ program manager or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal/program manager or designee shall report the same information to the Superintendent or designee. (Education Code 35186)

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code 36186)

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Filing of Complaint (continued)

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal/program manager, Superintendent, or designee may file an appeal to the Superintendent of Public Instruction. (Education Code 35186)

Public Records

Complaints and written responses shall be public records. (Education Code 35186)

Quarterly Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the Board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186)

Forms and Notices

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. Complaints and responses shall be available as public records. (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Legal References:

EDUCATION CODE

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School Accountability Report Card

35186 Alternative uniform complaint procedure

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4671 Uniform complaint procedures

Regulation
approved: February 2, 2005

Regulation
amended: February 15, 2006

**CONTRA COSTA COUNTY OFFICE OF EDUCATION
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

NOTICE TO PARENTS/GUARDIANS: COMPLAINT RIGHTS

As amended by AB 2727 (Ch. 903, Statutes of 2004), Education Code 35186 requires that the following notice be posted in each classroom in each school in the district by January 1, 2005.

Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that ensures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English learners if present.

To file a complaint regarding the above matters, complaint forms can be obtained at the principal/program manager's office, county office, or can be downloaded from the California Department of Education's website.

CONTRA COSTA COUNTY OFFICE OF EDUCATION

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:

- A student lacks textbooks or instructional materials to use in class.
- A student does not have access to textbooks or instructional materials to use at home or after school to complete homework assignments. (This does not require two sets of textbooks or instructional materials for each student.)
- Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.
- A pupil, including an English learner, does not have standards aligned textbooks or instructional materials or state adopted or district adopted textbooks or other required instructional materials to use in class.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

For an instructional materials complaint please complete the following:

You may include as much text to explain the deficiency(ies) as necessary. You may continue on the back of this form or submit an attachment. A complaint may contain more than one instructional material deficiency.

School Name: _____

The title of the course or grade level in which the deficiency(ies) in instructional materials exist:

The name of the teacher of the course or grade level: _____

The specific nature of the deficiency or deficiencies: _____

2. Teacher vacancy or misassignment:

- A semester begins and a teacher vacancy exists. (A position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

You may include as much text as necessary to explain the emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff. You may use the back of this form or submit an attachment. A complaint may contain more than one allegation of emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff.

Location of the facility:

School _____ Room number _____

Describe how the condition poses a threat to the health and safety of pupils or staff:

Describe emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff:

Please file this complaint with the person specified below at the following location:

(Program manager or principal or designee) (address)

If you are not satisfied with the resolution proffered by the principal, or the district superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat you have the right to file an appeal to the Superintendent of Public Instruction at the California Department of Education within 15 days of receiving the report.

Community RelationsGifts to County Office Personnel

It is understood that no County Office employee is to receive any commission, expense-paid trips, or anything of value from individuals or companies selling equipment or materials required in the operation of the County Office of Education. This restriction would include the purchase and use of all materials and other supplies or items needed for repair, maintenance and operation of the County Office plant, transportation, cafeterias and offices, and for the conducting of student classes, activities and organizations.

Legal Reference: Education Code
60071 Bribery of School Officials by Publisher or
Manufacturer
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

Regulation
approved: June 9, 1982

Community RelationsSoliciting Funds from and by County Office Personnel

Because fund-raising drives divert much time, energy and attention of the staff from their educational tasks, the Superintendent will sanction a limited number of such drive(s) each year.

No solicitations for contributions from teachers and other staff will be permitted without prior approval by the County Superintendent.

Every precaution shall be taken to ensure the voluntary nature of any authorized solicitation. No distinction between contributors and non-contributors shall be made. This rule shall not prohibit dissemination of authorized promotional literature, but shall prohibit use of buttons, hats, or other display devices intended to designate contributors publicly with the exception of devices awarded for contributions to the blood bank.

Any authorized solicitation shall be scheduled and conducted in such a manner as to reduce to a minimum interruption of the regular office/school activities.

The participation of an employee in "flower funds," "sickness and bereavement fund," "anniversary funds" and the like shall be a matter of individual discretion.

Legal Reference: Education Code
 51520 Prohibited Solicitations on School Premises (except
 such non-partisan, 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

Regulation
approved: June 9, 1982

Community RelationsDistribution of Materials to School/Personnel

No staff member shall communicate or distribute, or permit another person to communicate or distribute, to any school any notice relating to other than school matters without first obtaining the Superintendent's permission. Unless authorized by the Superintendent, the staff member shall not permit the subscription or collection of money on school premises, or allow any article to be exhibited thereon for the purpose of sale or otherwise, or permit any person to enter the school for the purpose of commercially photographing pupils, securing the names of pupils, or transacting any private business. The making of special appeals in the classroom for charitable relief shall be permitted at the discretion of the Superintendent.

Legal Reference: Education Code
 51520 Prohibited Solicitation on School Premises

Regulation
approved: June 9, 1982

Community RelationsSoliciting Funds from and by Students

All personnel shall seek to educate pupils in the services performed by the humanitarian agencies, and shall encourage pupils to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the school children except as provided by law and approved by the County Superintendent of Schools.

(cf. 1314 – Soliciting Funds from and by School Personnel)

Legal Reference: Education Code
 51520 Prohibited Solicitations on School Premises (except
 such non-partisan, 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

Policy
adopted: September 1, 1982

Community Relations

Use of County Office Facilities

The facilities of the Office of the County Superintendent of Schools are primarily for the activities of the County Board of Education and the County Superintendent of Schools and staff.

As the schedule permits, facilities are available for appropriate civic, cultural, welfare or recreational activities which do not infringe upon nor interfere with the Conduct of the programs and services of the Governing Board and the Office of the County Superintendent of Schools

Types of Activities Prohibited

1. Activities promoting any theory or doctrine subversive to the laws of the United States or any political subdivision thereof, by advocating governmental change by violence.
2. Any activity that may violate the canons of good morals, manners or taste, or that may be injurious to the buildings, grounds or equipment.
3. Any purpose in conflict with county Office activities.
4. Commercial advertising.
5. Fund-raising campaigns, except as permitted by County Board policy or County Superintendent's regulations.
6. Activities which do not conform to federal and state laws and regulations barring certain kinds of discrimination.

Granting of Approval

The County Superintendent has the power to approve and arrange for scheduling the use of County Office facilities by applicants satisfying the above purposes and limitations.

Rules and Regulations for the Use of Facilities for Non-School Purposes

Forms to be left with the site administrator: Completed application forms shall be left with the site administrator who in turn will forward them to the Office of the Assistant Superintendent, Business Services for approval. The requested dates shall be entered on the school's event calendar. When there is a question in regard to the use of school facilities, the site administrator will leave the application unsigned and send a note of explanation with it to the business office for final disposition.

Use of County Office Facilities (continued)

Filing dates and cancellations: Application must be filed at the site and forwarded to the business office at least three weeks in advance of the time of the use of the facility. In the event there is a cancellation, a 24-hour notice of cancellation must be given to the school involved either, by telephone or in writing. The site administrator must notify the business office of such cancellation.

Protection of school property: School property must be protected from damage and mistreatment and ordinary precautions for cleanliness must be maintained. Groups shall be responsible for the condition in which they leave the building or premises. In cases where school property has been damaged or abused beyond normal wear, the costs of repair or replacement shall be paid by the organization involved.

Adult sponsorship: All juvenile organizations and groups seeking use of school premises must have adequate adult sponsorship and supervision of all facilities use including the lavatories.

Assignment of accommodations: Groups will be assigned accommodations suitable to the size of the group.

Placement of school meeting on site's master calendar: All sites will be responsible for placing approved meetings on their master calendar with proper notification to supervisory personnel involved. For meetings scheduled regularly throughout the year, one application will be sufficient.

Precedence of school functions: School functions will take precedence over previously scheduled meetings of outside organizations. In such cases the organizations will be so notified by the site administrator (Ed. Code 40049)

Restricted use of facilities: Use of facilities for religious or sectarian purposes is permitted by law for temporary use at cost. (Ed. Code 40040)

Accepted use of facilities: Public use of County Office property is available to parent-teacher organizations, character building organizations, and groups or clubs of citizens formed for educational, recreational, political, economic, artistic or moral activities.

Operation of equipment: Specialized equipment, such as movie projectors, etc., owned by the County Office shall be approved for use only when a person trained in the operation of such equipment is available.

Denial of use: Organizations not complying with the aforementioned rules will be denied further use of facilities.

Use of County Office Facilities (continued)

Square dance groups: Square dance groups are to be operated by officers of their own membership and shall engage callers of their own choice.

Charges: If an admission fee is charged or contributions or dues solicited, and the net receipts are not used entirely for the welfare of the pupils of the county or for charitable purposes, a charge shall be made for the use of the property as follows:

Multi-use facilities - Regular weekdays (without kitchen)	\$ _____
Multi-use facilities - Sat., Sun., holidays (without kitchen)	\$ _____
Kitchen facilities - \$ _____ plus \$ _____ per hour for supervision	
Classrooms - Regular Weekdays	\$ _____
Classrooms - Sat., Sun., holidays	\$ _____

Rental fee cover the first three hours of occupancy and \$ _____ per half hour will be charged for all time in excess of three hours.

All persons wishing to present activities for which an admission shall be charged must first be referred to the County Office for clearance. Thereafter the site administrator shall determine whether the activity is suitable for the pupils in the school. If the site administrator approves, he/she may refer the problem to the parent-teacher organization. Should the parent-teacher organization accept sponsorship, final arrangements can then be made. If not, the site administrator shall not undertake to provide school sponsorship. The site administrator, may, however, discuss the matter further with the County Superintendent.

Presence of district personnel: All civic center activities shall require the presence of authorized County office personnel at all times. (Ed. Code 40048, 40050)

Assignment of personnel: Civic center activities held during regularly assigned hours of County Office personnel shall be conducted in the presence of employees designated by the site administrator already assigned to school duties.

Duties of assigned personnel: Civic center activities held at time other than hours covered by regular employee assignments shall be conducted in the presence of an employee assigned for this purpose. The employee so assigned shall arrange to conduct other school work (cleaning, etc.) in proximity of activities so as to be able to assist when needed and to protect County Office property.

Setting up facilities: Employees assigned to civic center functions are to clean up and set up facilities for use for regular school purposes before the next school day as part of the civic center assignment.

Use of County Office Facilities (continued)

Activities requiring additional time: Civic center activities that require additional time in excess of that authorized or those showing improper use of facilities should be brought promptly to the attention of the County Superintendent.

Activities requiring prior governing board approval: No civic center activity requiring more than three hours of supervision, exclusive of setup and cleanup, shall be approved by the district administration without prior approval of the Governing Board. All uses of facilities on Sunday and legal holidays require Governing Board approval prior to use.

Activities of employee organizations: Designated representatives of employee organizations shall have the right of access at reasonable times to areas in which employees work, the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulations, and the right to use institutional facilities at reasonable times for the purpose of meeting concerned with the exercise of the rights guaranteed by this chapter.

(Government Code 3543.1(b))

Approval of requests: Requests for authorization for work beyond the regularly assigned hours must first be approved by the Superintendent or his designee.

Legal Reference	Education Code	
	10900-10915	Community Recreation
	39870-39874	Cafeterias - Establishment and Use
	40040-40048	Use of School Property for Public Purposes

Regulation
approved: June 9, 1982

CommunityAccess to County Office Records

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

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes. The County Office may charge for copies of public records.

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
	49060-49079 Pupil Records
	52015(g) Ongoing evaluation and modification of school improvements plans
	52015.5 Availability of information and modification of school improvement plans
	52850 Applicability of article; plan requirements
	54722 Application of article
	Code of Regulations, Title 5
	430-438 Individual pupil records
	4061 Availability of evaluation information

Community

Access to County Office Records

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 writing distributed for discussion
or consideration
- 81008 Public records/inspection and reproduction

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

Policy

adopted: August 11, 1993

CommunityAccess To County Office RecordsRecords Open to the Public

Public records include any writing containing information relating to the conduct of the County Office of Education 's business which are prepared, owned, used or retained by the County Office 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.
2. Statistical compilations.
3. Reports and memoranda.
4. Notices and bulletins.
5. Minutes of public meetings.
6. Meeting agendas
7. Official communications between governmental branches.
8. School-based program plans.
9. Information and data relevant to the evaluation and modification of school improvement plans.
10. Initial proposals of exclusive employee representatives and of the County Office.
11. Tort claims filed against the county office.
12. Records pertaining to pending litigation which predate the filing of the litigation, unless otherwise protected by the attorney/client privilege.
13. Statements of economic interests required by the Conflict of Interest Code.
14. Contracts of employment and settlement agreements.

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.

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.

CommunityAccess To County Office Records (continued)

- 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.
- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to County Office employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents.
2. Test questions, scoring keys and other examination data except as provided by law.
3. Records specifically prepared for litigation to which the County Office is a party, or records otherwise protected by the attorney/client privilege.
4. Recall petitions or petitions for the reorganization of school districts.
5. The minutes of Board meetings held in closed session.
6. Preliminary drafts, notes or memoranda to districts which are not retained by the County Office in the ordinary course of business provided that the public interest in withholding these records clearly outweighs the public interest in disclosure.
7. Computer software developed by the County Office.
8. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Request for Copies

Any person may receive a copy of any County Office record open to the public. Upon request, an exact copy shall be provided unless it is impracticable to do so.

A charge of 15 cents per page may be made for records provided.

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

CommunityAccess To County Office Records (continued)

Within ten days of receiving any request for a copy of records, the Superintendent or designee shall review the request and immediately inform the person making the request of his/her determination and the reasons for it.

With proper notice, the ten-day limit may be extended for up to ten 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.

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.

Legal Reference: Education Code

42103	Proposed budget; public hearing; public inspections; publication
52015.5	Availability of information
52850	Applicability of article; plan requirements
54722	Application of article

CommunityAccess To County Office Records (continued)

Government Code

- 3547 Proposals relating to representation; informing public; adoption of proposal; new subjects; regulations
- 53262
- 54957.2
- 6252 Definitions
- 6253.5 Initiative, referendum and recall petitions deemed not public records
- 6254 Exemption of particular records
- 6254.25 Memorandum from legal counsel to state body or local agency; pending litigation
- 6254.3 State employee and school district employee home address and phone number as public records; disclosure
- 6254.9 Computer software; status as public record; sale, lease or license authorized; limitations
- 6256 Copies of records; determination on compliance with request; notice; reason
- 6256.1 Extension of time for determination in unusual circumstances; notice
- 6256.2 Delay in access; prohibition; notification of denial; name of person responsible

1 Ops. Cal. Atty. Gen.
235, 1988

Regulation
approved: August 11, 1993

Community RelationsReports, Surveys, Requests for Information

The County Superintendent is concerned about the great increase in requests for information by outside organizations and individuals and with the fact that much staff time is taken up with responding to those requests.

The County Superintendent or his designee will set up a screening process by which any request for information or request that the County Office participate in a survey or study may be approved or disapproved. Criteria for approval shall be established.

The County Superintendent of Schools expects that all reports, surveys and studies mandated by legislative, judicial or administrative agencies which have authority over the County Office will be honored fully and that they will be completed properly and in good time.

Optional reports, surveys and requests for information from any individual or organization whatsoever will be completed only when the County Superintendent or his designee believes that the amount of time required by the staff will be reasonable, that an appropriate educational purpose will be served, that the individual or organization making the request is reputable, that no invasion of privacy of student or staff records is possible, that improper use of the report, survey, or request for information is highly unlikely, and that assurance is received that the County Office of Education will receive a copy of any report, survey, or published use of the information provided.

Legal Reference: Education Code
 44031 Personnel File Contents and Inspection
 49060-49078 Pupil Records

Administrative Code, Title 5
 435 et seq. Access to Pupil Records

Government Code
 6252-6260 Inspection of Public Records

Regulation
 approved: June 9, 1982

Community Relations

Relations Between Other Governmental Agencies and the Office of the County Superintendent of Schools

It is the policy of the County Board of Education and the County Superintendent of Schools to maintain effective working relationships with and to cooperate with other units of government at local, county, state and federal levels in the interest of improved and expanded educational services.

Legal Reference: Education Code
 49305 Cooperation of Police and California Highway Patrol
 49402 Contracts (with local, city or county health
 departments)
 49403 Cooperation in Control of Communicable Disease and
 Immunization of Pupils
 51202 Instruction in Personal and Public Health and Safety

Policy
adopted: September 1, 1982

Community RelationsFire Department

Members of the local fire departments play vital roles in the school safety program. It shall be the responsibility of each site administrator to:

1. Establish and maintain relationships with the local department.
2. Work with his/her faculty in determining the nature and timing of the department's participating in the school program.
3. Coordinate and supervise the planned activities.

Site administrators are directed to seek the advice and cooperation of the fire department in at least the following matters:

1. Planning and conduct of fire drills
2. Fire prevention education
3. First aid, especially in fire-related incidents
4. Steps needed to conform to all state and local fire codes

(cf. 6114.1 - Fire Emergency)

Legal Reference: Education Code
 32000-32004 Uniform Fire Signals
 51202 Instruction in Personal and Public Health and Safety
 (re: fire prevention)

Regulation

approved: June 9, 1982

Community RelationsHealth DepartmentReporting Contagious and Communicable Disease

It is the responsibility of the program administrator or designee to assist in meeting the provisions of the Health Department covering communicable and contagious disease by promptly reporting to the Superintendent or designee the presence of such disease.

A pupil who has had a contagious disease shall not be readmitted until cleared by a written note from a physician or until the time specified for a quarantine for the disease, as specified by the Health Department, has elapsed.

Legal Reference: Education Code
 49403 Cooperation in Control of Communicable Disease and
 Immunization of Pupils

Regulation
approved: June 9, 1982

Community RelationsRelations with Local School DistrictsMembership of Governing Board of Local School Districts

The County Superintendent shall comply with any request of a school district board to alter the number of district trustees only if so authorized by the action of the County Board of Education. (Education Code Section 5018)

Board of Review

The County Board of Education shall sit as a board of review on appeals for relief from decisions made by local boards of education only to the extent and for the purposes authorized by law, and shall follow exactly the procedures specified in law or the regulations in the Administrative Code, Title 5, except where modified and/or expanded in this county policies manual.

Special Education Local Plan Area

The County Board of Education and the County Superintendent of Schools agree to support and participate in the development and implementation of a local plan for providing educational and related services to individuals with exceptional needs in cooperation with the county's local school boards.

Legal Reference: Education Code
 5018 Increase in Size of Governing Board of Certain
 Elementary School Districts
 56200 Local Plan: State Requirements
 56220 Local Plan: Local Requirements

Policy
adopted: September 1, 1982

Community Relations

Relations with Local School Districts

The County Office of Education is primarily a service organization for the school districts of the county. County Office services may be direct or coordinative as appropriate, and the services may or may not be mandated by law or regulations of the state.

Direct Services

Staff may be provided directly to elementary school districts below 901 AD or unified districts under 1501 ADA to work toward the improvement of the educational program within the classroom and the school in all areas of curriculum and pupil personnel services.

Coordination Services

Coordination services are provided to all county school districts in the form of assistance in special subject, program and problem areas. This assistance usually takes the form of teaching guides, inservice training, workshops, demonstration centers, conferences or meetings with several administrators, and groups of teachers or parents in an effort to meet specific needs or problems. Specific areas include, but are not limited to, the following:

Work with all school districts in providing inservice workshops for district Governing Board members.

Assist in resolving boundary disputes.

Assist in all school district tax, bond, boundary change, reorganization and trustee elections.

Provide liaison between the state legislature and districts on pending legislation.

Coordinate meetings with county, state and federal officials and school district officials on matters of mutual concern.

Provide consultant service to the County School Boards Association.

Serve as the intermediate unit between the state and the local districts.

Community RelationsCoordination Services (continued)

Provide consultant service to citizens, districts and governmental agencies on school district reorganization.

Provide administrative leadership training through workshops, conferences and meetings.

Assist district governing boards in filling vacancies in administrative areas.

Develop annual directory of schools and personnel in county.

Provide advisory services on legal aspects of school administration.

Provide advisory services concerning school board policy, administrative policy, handbooks, etc.

Maintain official accounting records for all school districts.

Assist districts on budgetary matters, business practices, and in the preparation of their annual school budgets.

Allocate Forest Reserve funds.

Coordinate health insurance program under a master contract for all participating districts.

Maintain expenditure and income control for each school district.

Process monthly certificated and classified retirement reports.

Develop Standard School Supply List.

Provide assistance in school district purchasing.

Provide advisory services on school retirement.

Provide workshops for administrators, business officials and classified employees.

Provide transportation advisory services to school districts.

Community RelationsCoordination Services (continued)

Audit payrolls and deductions.

Administer teaching credentialing.

Maintain current list of substitute teachers.

Maintain current information on new legislation.

Maintain a copy of all legislative bills affecting school districts.

Provide advisory services pertaining to the application for credentials.

Provide advisory services concerning schools meeting legal mandates.

Provide advisory services concerning attendance accounting.

Assist districts in interdistrict attendance agreements, elections, and building programs.

Assist districts in establishing changes for improving instruction.

Identify and share with districts any new instructional opportunities.

Design inservice training for teachers in various subject areas.

Conduct inservice training for teachers in cooperation with universities and colleges.

Assist individual teachers in improving their teaching skills.

Assist groups of teachers with improving instruction at a particular grade level or for the entire school.

Assist in arranging practicing artists' visits and performances.

Coordinate orders for state-adopted textbooks.

Coordinate evaluation of proposed state framework and textbook series.

Community RelationsCoordination Services (continued)

Provide direct supervision in instruction for all small elementary and high schools.

Purchase, process and deliver films, filmstrips, models, recordings and other instructional materials to all school districts in the county.

Develop and distribute audio-visual catalogs to all schools in the county.

Produce audio and video tapes, filmstrips, slides and other instructional materials.

Demonstrate and display new instructional equipment and materials.

Repair audio-visual equipment.

Maintain professional book collection.

Maintain state textbook sample collection.

Maintain educational information system.

Contract with all schools in the county for use of materials and pickup and delivery of materials to the schools.

Provide psychological services and consultants in child guidance, interpret individual and group testing results, and make recommendations concerning placement of students in special classes or programs.

Provide or cooperate in the provision of the Migrant Education Program in both educational and health areas.

Provide employment on a limited basis for young people during the year under the Comprehensive Employment and Training Act.

Relationship of Staff to Local School Districts

1. Staff members may advise, suggest or recommend appropriate action to local schools boards, administrators or teachers, based on provisions of the Education Code, Administrative Code, legal opinions, and the County Superintendent's directives and regulations, but staff members do not have any direct authority over the local school board, administration or teachers. There are requirements and mandates which may be enforced through proper channels.

Community RelationsRelationship of Staff to Local School Districts (continued)

2. Employees should not become involved in controversial issues within or among school districts. If asked for an opinion or statement on issues, an employee should refer the questions to the administration office for an official position or statement.
3. Employees should not appear at local school board meetings called to air grievances within the district. If requested to appear, employees should consult with their immediate supervisor for proper action.
4. County Office employees working in a local school are subject to the authority of the principal or site administrator. Any disagreement between the employee and the principal should be worked out between them, but if this is not possible, the matter should be referred to the employee's County Office supervisor.
5. Employees shall keep those in authority informed of the problems in their assigned area and shall make them aware of any situations needing attention.

Regulation

approved: June 9, 1982

Community RelationsCounty and Intermediate UnitsOffice of the County Clerk – Election Contract

Under provisions of the California Election Code, the County Superintendent of Schools is required to prepare for and hold elections for public school districts and community college districts. In addition, Education Code Section 1258 authorizes the County Superintendent of Schools to contract with the County Clerk for the performance of duties incident to the preparation for and holding of such elections.

In order to achieve procedural and financial benefits from the merging of technical and administrative duties in a single county office, utilization of the services of the County Clerk for election administration is encouraged. The County Superintendent may contract with the County Clerk for the performance of the duties incident to the preparation for and holding of elections in or for all school districts. Said duties that are to be performed by the County Clerk shall be agreed upon prior to each election.

Legal Reference: Education Code
 1258 Contracts with County Clerk or Registrar of Voters re
 Election Duties
 5302 Duties of County Superintendent of Schools Having
 Jurisdiction of School District Elections

Regulation
approved: June 9, 1982

Community Relations

Relations between Area, State, Regional and National Associations and the County Office of Education

Membership in recognized professional associations by staff members is encouraged by the County Office of Education for several reasons, including:

1. The inservice education benefits which 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 may budget funds for such memberships and for paying the costs of participation of staff in the activities of such organizations as appropriate to achieve the purposes listed above.

Legal Reference: Education Code
1081 Travel Expenses
1200 Traveling Expenses (county superintendent)

Policy
adopted: September 1, 1982

Policy
amended: October 23, 1985

Community Relations

Relations Between Non-public and Other Educational Organizations and the County Office of Education

The County Board of Education and the County Superintendent of Schools recognize the need for and the worth of cooperative relationships with other schools, colleges and educational organizations. They encourage members of the County Office staff to work with their counterparts in such organizations on educational matters within the framework established by the statutes, state regulations and County Office policies and regulations.

Legal Reference: Education Code
 10400-10407 Cooperative Improvement Program
 11000-11007 Powers to Contract with Other Agencies

Policy
adopted: September 1, 1982