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**Community Relations**

**CONCEPTS AND ROLES IN COMMUNITY RELATIONS**

The Governing Board recognizes that the state and local community determine the number of educational programs available and the quality of the educational process in general. Therefore, it is imperative that members of the community work with school staff in developing sound educational policies, implementing programs and establishing an effective evaluation process for those programs.

School/community relations cannot merely be described as a process of reporting and interpreting, but rather can be characterized as a partnership in pursuit of excellence. It is a partnership in which community members, educators, and other school personnel perform their respective roles in view of the best interests of the schools and, most importantly, the students.

The administration is responsible for all public communication except for such matters as the Board may wish to deal with publicly itself.

**Community Relations****COMMUNICATION WITH THE PUBLIC**

The Governing Board is committed to establishing and maintaining effective communication between the district and the community. The Board will strive to create and maintain schools that reflect the finest current educational practices. The Board appreciates the importance of incorporating the wishes of the local community in the creation of educational programs which reflect the needs and desires of the community and society. Accordingly, the Board will strive to keep the community fully informed to the best of its abilities as developments occur within the school system.

As part of its continuing commitment to advance education, the Board shall endeavor to establish and maintain effective communications with the community by:

1. Promoting school public relations at both school and district level.
2. Providing a variety of ways for people to become involved in their schools so they can express their interest in and concern for their schools and students.
3. Anticipating the information needed by the public and providing the information in timely, understandable and appropriate ways.
4. Facing controversial issues squarely and presenting the public with the information it needs to understand them when such information is open to the public.

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

Legal Reference:

EDUCATION CODE

35172 PROMOTIONAL ACTIVITIES

Policy  
adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

## **Community Relations**

### **MEDIA RELATIONS**

The Governing Board respects the public's right to information and recognizes that the media significantly influences the public's understanding of school issues and can greatly assist the district in informing the community about school programs and issues. Media representatives are welcome at all Board meetings and shall receive meeting announcements and agendas upon request.

The Superintendent or designee shall develop a plan for proactive communications with the media. The Superintendent or designee and principal or designee of each school may provide the media with information related to district programs and needs, student awards, school accomplishments and events of special interest. All media inquiries shall be routed to the Superintendent or designee. Spokespersons designated to speak to the media on behalf of the district include the Board president, Superintendent and public information officer. Other Board members and staff may be asked by the Superintendent or designee to speak to the media on a case-by-case basis, depending on their expertise on an issue and their communications skills. The district shall not release information which is private or confidential as identified by law and Board policy or administrative regulation.

During a disturbance or crisis situation, the first priority of school staff is to address the situation. Media inquiries shall be routed to the Superintendent or designee, who shall make an official statement at his/her discretion.

To ensure the safety of students and staff and avoid potential disruptions, media representatives must first register at the school office immediately upon entering any school building or grounds when school is in session. The time of entry and exit are required to be noted on the sign-in sheet. In addition, each school visitor must receive a badge/button to wear to identify him/her as a visitor until he/she leaves the campus.

Media representatives who wish to interview or photograph students during instructional time must make prior arrangements with the principal, to avoid disruption of the educational program.

The district shall not impose restraints on students' right to speak freely with media representatives at times which do not disrupt the educational program. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

#### Legal References:

##### EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes

**Community Relations**

**MEDIA RELATIONS (continued)**

32212 Classroom interruptions  
35144 Special meetings  
35145 Public meetings  
35145.5 Agenda; public participation  
35146 Closed sessions  
35160 Authority of governing boards  
35172 Promotional activities  
PENAL CODE  
627-627.10 Access to school premises  
ATTORNEY GENERAL OPINIONS  
79 Ops.Cal.Atty.Gen. 58 (1996)

Policy  
adopted: March 15, 2001

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations****GOVERNING BOARD MEETINGS**

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

*(cf. 9321 - Closed Meetings)*

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

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

*(cf. 9320 - Meetings)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323 - Meeting Conduct)*

*(cf. 9323.2 - Actions by Board)*

Legal Reference:

EDUCATION CODE

78 "Governing Board" defined

35144 Special meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35146 Closed sessions

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

GOVERNMENT CODE

54950-54957.9 Meetings, especially

54951 Local agency, definition

54953 Meetings to be open and public; attendance

54954 Time and place of regular meeting; holidays, emergencies

54954.3 Agenda item allowing public input

54960.1 Board actions; challenges

54956 Special meetings; call; notice

54956.5 Special meeting in emergency situation

54957 Closed session

Policy

adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**

Westminster, California

**Community Relations****RESPONSIBILITIES OF THE GOVERNING BOARD**

The responsibility of the Governing Board is the management and control of the district's schools. The Board's prime functions are the formulation of policies and the judgment of results. Its ultimate goal is the maintenance and upgrading of the educational standards and facilities so that the best possible education will be available to the children of the community.

The local school district has been created as a unit of state government. The Board is, therefore, responsible to the local community and to the state government. The Board may take a public position on legislation which will directly affect the education program within the community.

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

*(cf. 1312 - Complaints Concerning the Schools)*

*(cf. 9000 - Role of the Board and Members)*

*(cf. 9010 - Public Statements)*

Legal Reference:

EDUCATION CODE

78 "Governing Board" defined

35010 Control of district by board of trustees or board of education

35174 Influencing electors

Policy  
adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations**

**GOVERNING BOARD COMMENDATION PROGRAM**

The Governing Board may give public recognition to individuals or organizations in the community who have provided unique or long-standing service to the district and its students. In view of the many types of contributions and services offered by the community, recognition may, depending on the circumstances and at the discretion of the Board, include a letter or Board resolution, verbal recognition, a public ceremony or an appropriate gift.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards commencing January 1, 1976

Policy  
adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations**

**POLITICAL PROCESSES**

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. To the extent possible, the Board shall be proactive in defining the district's advocacy agenda based on the needs of the district and the direction set forth in the district's vision and goals.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 9000 - Role of the Board)*

*(cf. 9010 - Public Statements)*

The Board may establish reasonable regulations related to Board members and employees engaging in political activity during working hours and on district premises. (Education Code 7055)

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

**Legislation**

The Board's responsibility as an advocate for the district may include lobbying at the state and national levels. Because local governments also make decisions which impact the district's schools, the Board and the Superintendent or designee shall work to establish ongoing relationships with city and county officials and agencies, and shall inform them of the potential effect of local issues on the schools.

*(cf. 1020 - Youth Services)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 7131 - Relations with Local Agencies)*

The Board shall identify issues that will affect its schools and the children in its community, establish goals and priorities for legislative advocacy, solicit community input and adopt legislative positions. The superintendent or designee shall establish a coordinated plan for carrying out the advocacy agenda, including specific activities, target groups or individuals, staff responsibilities and timelines.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members. As necessary, the superintendent or designee may draft legislative proposals which serve the district's interests.

**Community Relations****POLITICAL PROCESSES** (continued)

The Board may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its legislative advocacy activities. However, the Board shall not urge the public to lobby the legislature on behalf of the district.

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

**Ballot Measures/Candidates**

The Board may study the potential effect of ballot measures on the district's schools. Any Board discussion of the effect of such measures shall include an opportunity for Board members, staff and members of the public to speak on all sides of the issue. Following such study, the Board may adopt positions in support of or in opposition to ballot measures of importance to education. The Board's positions shall be publicized only through normal district procedures for reporting Board actions and in a manner that does not attempt to influence voters.

*(cf. 9323 - Meeting Conduct)*

No district funds, services, supplies or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054) District resources shall not be used to disseminate campaign literature or to purchase advertisements, bumper stickers, posters or similar promotional items that advocate an election result.

*(cf. 1325 - Advertising and Promotion)*

The superintendent or designee may use district resources to provide students, parents/guardians and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054) In preparing or distributing such information, the superintendent or designee shall ensure that the totality of the circumstances, including language, style, tenor and timing, does not expressly advocate passage or defeat of a measure or candidate.

The superintendent or designee may research, draft and prepare a bond measure or other initiative for the ballot, but shall not use district resources to secure signatures in order to qualify the measure for the ballot.

Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer

**Community Relations****POLITICAL PROCESSES** (continued)

questions. (Education Code 7054.1) If the presentation occurs during working hours, the district representative shall not urge a citizens' group to vote for or against the bond measure. For informational purposes, the superintendent or designee may conduct a poll related to a ballot issue. Such a poll shall not advocate a particular position on the issue.

## Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to challenge the issue through litigation or other appropriate means.

*(cf. 9124 - Attorney)*

## Political Forums

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

*(cf. 1330 - Use of School Facilities)*

## Legal Reference:

## EDUCATION CODE

7054 Use of district property

7054.1 Requested appearance

7055 Local rules

7056 Soliciting or receiving political funds

7058 Use of forum

35160 Authority of governing boards

35172 Promotional activities

## GOVERNMENT CODE

50023 Attending legislature to support or oppose legislation

53060.5 Attendance at legislative body; expenses

54953.5 Right to record proceedings

54953.6 Broadcasts of proceedings

81000-91015 Political Reform Act

## COURT DECISIONS

Stanson v. Mott, (1976) 17 Cal. 3d 206

Miller v. Miller, (1978) 87 Cal.App.3d 762

**Community Relations**

**POLITICAL PROCESSES (continued)**

League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203 Cal.App.3d 529, 250 Cal. Rptr. 161, rev.den.

Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415

Yes on Measure A v. City of Lake Forest, (1997) 60 Cal.App.4th 620

Scherer v. Buchanan, First Appellate District, Civil No. A076648

**ATTORNEY GENERAL OPINIONS**

73 Ops.Cal.Atty.Gen. 255 (1990)

**Management Resources:**

**OFFICE OF LEGISLATIVE COUNSEL**

Advice letter #7837, March 18, 1996 (use of public funds to publicize board positions)

**FAIR POLITICAL PRACTICES COMMISSION**

FPPC No. 93/345 (1996)

**CSBA PUBLICATIONS**

Political Activities of School Districts: Legal Issues, 1998

Maximizing School Board Leadership: Community Leadership, 1996

Policy  
adopted: September 21, 2000

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations**

**CITIZEN ADVISORY COMMITTEES**

The Governing Board recognizes that citizen advisory committees enable both citizens and educators to better understand the attitudes and opinions held in the school and community.

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

Committee members shall represent a cross section of qualified people throughout the district, except in those cases where a committee is established to address the needs of a particular segment of the school community. With Board approval, the Superintendent or designee may appoint committee members.

When committees are appointed, committee members shall receive a written statement including, but not be limited to:

1. The committee members' names.
2. The specific charges of the committee, including its topic(s) for study or well-defined area(s) of activity.
3. The specific period of time that the committee is expected to serve.
4. Legal requirements regarding meeting conduct and public notifications.
5. Resources available to help the committee complete its tasks.
6. Timelines for progress reports and/or final report.
7. Relevant Board policies and administrative regulations.
8. The procedure to be used in the selection of the committee chairperson and other committee officers.

The Board shall have the sole power to dissolve any of its advisory committees and may exercise this power at any time.

Advisory committee members are not vicariously liable for injuries caused by the act or omission of the district. (Government Code 820.9)

**Community Relations**

**CITIZEN ADVISORY COMMITTEES (continued)**

Citizen advisory committees established by Board action shall provide public notice of their meetings and conduct such meetings in accordance with the state open meetings laws for such committees. All major conclusions and recommendations made by advisory committees shall be made available to the public in writing.

*(cf. 9130 - Committees)*

**Administrative Advisory Committees**

The Superintendent or designee may establish citizen advisory committees to advise the Superintendent or designee. He/she shall inform the Board of such committees, their charges, size, term of office, persons appointed to such committees, and any changes in committee membership or charge.

The Superintendent or designee shall provide the Board with a final report of each committee's accomplishments and shall provide summary reports and appraisals of administrative advisory committees as requested by the Board.

**Expenses, Travel, Reimbursement**

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

*(cf. 4133/4233 - Travel; Reimbursement)*

**Legal Reference:**

**EDUCATION CODE**

35172 Promotional activities

44032 Travel expense payment

44033 Automobile allowances

**GOVERNMENT CODE**

54950-54963 The Ralph M. Brown Act

Policy  
adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations**

**SCHOOL-CONNECTED ORGANIZATIONS**

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

The district requires parent/booster clubs to have a written statement of purpose and bylaws so that they may function as organizations independent of the school or district.

(cf. 1321 - Solicitation of Funds

(cf. 3290 - Gifts, Grants and Bequests)

Groups desiring to be recognized as school-connected organizations shall request authorization from the Board.

The request for this authorization shall contain:

1. The name of the organization.
2. The date of application.
3. Membership quotas or qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. A list of specific annual objectives.
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds.
8. The signature of a site administrator who supports the request for authorization.
9. An agreement to obtain adequate liability insurance for sponsored events or activities, including an agreement between the club and district indemnifying the district against any liability resulting from any occurrence resulting in liability at an event or activity sponsored by the school-connected organization.

**Community Relations**

**SCHOOL-CONNECTED ORGANIZATIONS (continued)**

10. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.

School-connected organizations automatically grant the Board the right to audit their financial records at any time, either by district personnel or by a CPA.

Authorizations granted under this policy shall be valid for up to one year but may be revoked by the Superintendent or designee if considered necessary. Requests for subsequent authorizations shall be presented to the Board annually, together with an annual financial statement showing all expenditures and all income from fund-raisers.

Any program, fund-raiser or other activity sponsored by parent/booster clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Furthermore, evidence of adequate liability insurance for such events shall be provided to the district in addition to the indemnification agreement. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/booster organization, not by the school or district.

*(cf. 3541.1 - Transportation: School-Related Trips)*

## Community Relations

### **VOLUNTEER ASSISTANCE**

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with the homes, businesses, industries, public agencies, and private institutions of our community. The Governing Board encourages parents/guardians and other members of the community to share their special knowledge and abilities with our students.

The Superintendent or designee may authorize the use of volunteers and shall establish procedures to protect the safety of students and adults in accordance with laws related to tuberculosis testing, fingerprinting and criminal record checks. Volunteers shall work with students under the immediate supervision of certificated employees. (Education Code 35021)

Volunteers shall act in accordance with District policies, regulations and school rules. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

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

*(cf. 5144 - Discipline)*

*(cf. 6144 - Controversial Issues)*

Volunteers shall not be used to displace regularly authorized school personnel. (Education Code 35021) Projects assigned to volunteers are those which supplement and enrich the regular school program and which would not be offered without volunteer assistance, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads, and comply with employee commitments and contracts.

Unsalaries volunteers shall be considered employees of the District for Workers' Compensation Insurance purposes. If injured while serving as volunteers in the District, they should file Workers' Compensation Insurance forms provided by the District office. (Labor Code 3364.5)

Individuals who regularly perform one or more hours per week of any specific volunteer service with or around students shall provide evidence that they are free from active tuberculosis. A chest x-ray will be required only if the intradermal tuberculin test is positive.

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

**Community Relations**

**VOLUNTEER ASSISTANCE (continued)**

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

This policy does not apply to activities sponsored specifically by school-connected organizations.

*(cf. 1230 - School-Connected Organizations)*

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814 Duty-free lunch periods

44815 Noncertificated supervision

45125 Fingerprinting requirements

45340-45349 Instructional aide act, especially:

45344.5 Instructional aide; proficiency in basic skills

45347 Instructional aides as classified employees

45349 Volunteers

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

96100-96114 Academic Volunteer and Mentor Service Act of 1992

HEALTH AND SAFETY CODE

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

LABOR CODE

3364.5 Persons performing voluntary services for school Districts

PENAL CODE

290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 5

18168 Personnel duties with infants and toddlers

**Community Relations**

**VOLUNTEER ASSISTANCE (continued)**

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

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

Policy

adopted: July 5, 1990

revised: November 1, 2001

**WESTMINSTER SCHOOL DISTRICT**

Westminster, California

## **Community Relations**

### **VISITS TO THE SCHOOLS**

The Governing Board encourages parents/guardians and interested members of the community to visit the schools, view the educational program, and offer constructive comments to the Board.

Besides inviting parents/guardians and the community to open house activities and other special events, the Superintendent or designee shall develop procedures which facilitate visits during regular school days. To ensure the safety of students and staff and avoid potential disruptions, all visitors must first register at the school office immediately upon entering any school building or grounds when school is in session. The time of entry and exit are required to be noted on the sign-in sheet. In addition, each school visitor must receive a badge/button to wear to identify him/her as a visitor until he/she leaves the campus.

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

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission.

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

#### **Presence of Sex Offender on Campus**

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission. The principal shall indicate on the written permission the date(s) and times for which permission has been granted.

**Community Relations**

**VISITS TO THE SCHOOLS (continued)**

Legal Reference:

**EDUCATION CODE**

- 32210 Willful disturbance of public school or meeting
- 32211 Threatened disruption or interference with classes; misdemeanor
- 32212 Classroom interruptions
- 35160 Authority of governing boards
- 35292 Visits to schools (board members)
- 49091.10 Parental right to inspect instructional materials and observe school activities
- 51101 Parent Rights Act of 2002
- 51512 Prohibited use of electronic listening or recording device

**EVIDENCE CODE**

- 1070 Refusal to disclose news source

**LABOR CODE**

- 230.8 Discharge or discrimination for taking time off to participate in child's educational activities

**PENAL CODE**

- 290 Sex offenders
- 626-626.10 Schools
- 626.81 Misdemeanor for registered sex offender to come onto school grounds
- 627-627.10 Access to school premises, especially:
  - 627.1 Definitions
  - 627.2 Necessity of registration by outsider
  - 627.7 Misdemeanors; punishment

**COURT DECISIONS**

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

**ATTORNEY GENERAL OPINIONS**

95 Ops.Cal.Atty.Gen. 509 (1996)

Policy  
adopted: July 5, 1990  
revised: December 6, 1999  
revised: October 13, 2016

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations****COMPLAINTS CONCERNING THE SCHOOLS**

The Governing Board welcomes constructive criticism of school policies, programs, or personnel when it is motivated by a sincere desire to improve the quality of the educational process and to assist the schools in performing their tasks more effectively.

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

When individual Board members are approached with complaints about the schools, they should listen to the complaint and demonstrate their concern by identifying established procedures and channels through which the complaint may receive attention.

*(cf. 1312.1 - Complaints Concerning School Personnel)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1312.3 - Claims and Actions Against the District)*

Legal Reference:

EDUCATION CODE

35146 Closed sessions

35160.5 (a)(3) Requirement of school district policies: parental complaints re. employees

GOVERNMENT CODE

950 et seq. Actions against public employees

54957 et seq. Closed sessions

CODE OF REGULATIONS, TITLE 5

3080 Application of Section 4600-4671

4600-4671 - Uniform complaint procedures

Policy

adopted: July 5, 1990

Revised: May 7, 1992

**WESTMINSTER SCHOOL DISTRICT**

Westminster, California

**Community Relations**

**COMPLAINTS CONCERNING SCHOOL PERSONNEL**

The Governing Board places trust in its employees and desires to support their actions in such manner that employees are freed from unwarranted, spiteful or negative criticism and complaints.

The Superintendent or designee shall develop regulations which will permit the public to lodge criticism against staff members, assure a complete hearing, and protect the rights of the staff members and the district.

Verbal complaints against an employee initially made to a Board member or at a Board meeting will be referred to the Superintendent or designee for appropriate consideration and action according to administrative regulations. The Board may not prohibit public criticism of district employees.

*(cf. 9323 - Meeting Conduct)*

When a complaint is made, the Superintendent or designee shall determine whether it should be resolved by the district's process for complaints concerning personnel, the district's uniform complaint procedures, or both.

This policy shall not apply when a public complaint involves accusations of child abuse. When a school employee is accused of child abuse, it shall be dealt with according to BP 5141.4. Exhibit 1312.1, Information for Parents on Reporting Child Abuse, shall be given to parents who need help in determining whether or not to file a Child Abuse Complaint.

Upon request, parents/guardians shall receive procedures, written in their primary language (see E 1312.1), for filing a child abuse complaint with the appropriate child protective agencies. If any parent/guardian complains of child abuse occurring at a school, the Superintendent or designee shall provide him/her with these procedures and shall also provide an interpreter as needed for oral communication.

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

The Board shall annually review policies and regulations regarding complaints against school personnel.

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

**Community Relations**

**COMPLAINTS CONCERNING SCHOOL PERSONNEL (continued)**

35146 Closed sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

**GOVERNMENT CODE**

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

**PENAL CODE**

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

**WELFARE AND INSTITUTIONS CODE**

300 Minors subject to jurisdiction of juvenile court

**Management Resources:**

**CDE LEGAL ADVISORIES**

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

Policy

adopted: July 5, 1990

revised: January 20, 1994

revised: May 4, 2000

**WESTMINSTER SCHOOL DISTRICT**

Westminster, California

**Community Relations**

**COMPLAINTS CONCERNING INSTRUCTIONAL AND/OR LIBRARY MATERIALS**

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

The Superintendent or designee shall establish regulations which will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.

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

The Board will not allow political party affiliation, racial prejudice, a desire to suppress ideas, or an intent to deny students access to ideas with which the Board disagrees, to influence its decision in any such case.

*(cf. 6161 - Selection & Evaluation of Instructional Materials)*  
*(cf. 6163.1 - Libraries and Media Centers)*

Legal Reference:

EDUCATION CODE

18111 Exclusion of books by governing board

35010 - Control of district; prescription and enforcement of rules

60003 Power of governing board to select instructional materials

60040-60047 Content requirements for instructional materials

60200-60206 Elementary school material - selection and adoption

60260 Legislative intent for ordering instructional materials

60400-60404 Secondary school textbooks - selection and adoption

Policy  
adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations****UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. The district shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including those with actual or perceived characteristics such as race or ethnicity, color, ancestry, national origin, nationality, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression or genetic information, 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 conducted by the district or that is funded directly by, or that receives or benefits from any state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging the district's failure to comply with state and/or federal laws in consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, special education programs, and the development and adoption of the school safety plan.

Uniform complaint procedures shall be used to address any complaint alleging the district's failure to comply with prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities with Article 5.5 of Chapter 6 of Part 27 of Division 4 of Title 2 of the Education Code (commencing with Section 49010) regarding pupil fees.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects student and employee right to privacy. Complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the complainant alleging discrimination, harassment, intimidation or bullying, and the respondent confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

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

**Community Relations****UNIFORM COMPLAINT PROCEDURES** (continued)

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

Complaints related to the sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams Uniform Complaint procedure (AR 1312.4)

In addition, pursuant to Education Code section 52075, individuals may file a complaint under the district's Uniform Complaint Procedure alleging that the school district has not complied with the LCAP requirements in the Education Code. The complaint may be filed anonymously if the complainant is not satisfied with the decision of the school district, the individual may appeal the decision to the State Superintendent of Public Instruction. The State Superintendent of Public Instruction is required to issue a decision on the appeal within 60 days of the Superintendent of Public Instruction's receipt of the appeal.

If the school district finds merit in the complaint or the Superintendent of Public Instruction finds merit in an appeal, the school district will provide a remedy to all affected pupils, parents, and guardians.

*Legal References:***EDUCATION CODE**

- 200-262.4 Prohibition of discrimination
- 8200-8498 Child care and development programs
- 18100-18203 School libraries
- 32289 School safety plan, uniform complaint procedure
- 35189 Williams uniform complaint procedure
- 41500-41513 Categorical education block grants
- 48985 Notices in language other than English
- 49060-49079 Student records
- 49490-49590 Child nutrition programs
- 52160-52178 Bilingual education programs
- 52800-52870 School-based coordinated programs
- 54000-54028 Economic impact aid programs
- 54100-54145 Miller-Unruh Basic Reading Act
- 54400-54425 Compensatory education programs
- 54440-54445 Migrant education

**Community Relations**

**UNIFORM COMPLAINT PROCEDURES (continued)**

54460-54529 Compensatory education programs

56000-56885 Special education programs

64000-64001 Consolidated application process

**GOVERNMENT CODE**

11135 Non-Discrimination in programs or activities funded by the State

12900-12996 Fair Employment and Housing Act

**CODE OF REGULATIONS, TITLE 5**

3080 Application of section

4600-4687 Uniform complaint procedure

4900-4965 Nondiscrimination in elementary and secondary education programs

**PENAL CODE**

422.6 Interference with constitutional right or privilege

**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

**MANAGEMENT RESOURCES:**

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

Policy

Adopted: May 7, 1992

Revised: April 12, 2004

Revised: November 13, 2008

Revised: February 14, 2013

Revised: May 14, 2015

**WESTMINSTER SCHOOL DISTRICT**

Westminster, California

**Community Relations**

**GIFTS TO SCHOOL PERSONNEL**

Gifts from Students

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

Gifts from Vendors

District employees shall not accept any gift, commission or expense-paid trip from individuals or companies doing business with the district. The district may reject bids from vendors who offer such incentives.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or of its competitors.

*(cf. 2300 - Conflict of Interest)*

*(cf. 3290 - Gifts, Grants and Bequests)*

*(cf. 3310 - Purchasing Procedures)*

Legal Reference:

EDUCATION CODE

60071 Bribery of school official by publisher or manufacturer

60072 Acceptance of bribe by school official

60073 Penalties for violation of article

60074 Supplying sample copies

60075 Receiving sample copies

60076 Inapplicability of article

Policy

adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**

Westminster, California

**Community Relations**

**PUBLIC PERFORMANCES BY STUDENTS**

The Governing Board recognizes that worthy and appropriate educational values accrue from student participation in civic and community affairs. Instructors shall be encouraged to provide students for public performances when such performances contribute to the educational process and objectives of that particular class and when it does not interfere unduly with other scheduled classes or activities within the school.

Public performances include those events in which an organization or an individual appears, representing one school or a combination of schools.

The Superintendent or designee shall ensure that safeguards will be provided for students' welfare and benefit at public performances.

**Community Relations**

**CONTESTS FOR STUDENTS**

The primary aim of a contest must be to benefit youth in educational, civic, social and ethical development.

The most important consideration for the approval of a contest is that it must have educational significance by fitting into the curriculum, both through its content and timing.

The Superintendent or designee shall establish regulations governing contests within the schools which are sponsored community organizations.

Policy  
adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

## **Community Relations**

### **ADVERTISING AND PROMOTION**

#### Public Information Materials

To cooperate in publicizing community services, special events and public meetings of interest to students and parents/guardians, the Superintendent or designee may approve the distribution of printed materials.

Materials to be distributed shall not include any which:

1. Are obscene, libelous, or slanderous, or which incite students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
2. Attack or denigrate any group on account of sex, race, color, religion, ancestry, national origin, handicap, or disadvantage.
3. Promote religious beliefs.
4. Promote partisan campaign candidates, parties or ballot measures.
5. Promote any particular commercial interests.

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

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

#### Advertising

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

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

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

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

**Community Relations**

**ADVERTISING AND PROMOTION (continued)**

2. Attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap, or disadvantage.
3. Promotes the use or sale of materials or services which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and x-rated movies or products shall not be used.

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

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

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

Legal Reference:

**BUSINESS AND PROFESSIONS CODE**

25664 Advertisements encouraging minors to drink

Bright v. Los Angeles Unified School District (1976) 134 Cal. Rptr. 639, 556 P. 2d 1090, 18 C. 3d 450

**EDUCATION CODE**

48907 Student exercise of free expression

51520 Prohibited solicitations on school premises

51520 Charitable organizations' materials

60650 Personal beliefs

Policy

adopted: July 5, 1990

revised: August 17, 1995

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations****USE OF SCHOOL FACILITIES**

The Governing Board recognizes that district facilities and grounds are a community resource whose primary purpose is to serve the students and schools of the Westminster School District. The Governing Board assigns the responsibility to manage, direct and control the use of its facilities and grounds to the Superintendent, or designee. The Board authorizes the use of District facilities and/or grounds by the community for purposes provided for in the Civic Center Act, recognizing the vital link between schools and the community when such use does not interfere with the educational purposes of the District, the individual school instructional programs and activities, or other school-related uses.

All school related activities shall be given priority in the use of District facilities and grounds under the Civic Center Act. Thereafter, the use of facilities and grounds shall be on a first-come, first-served basis subject to the approval of the Superintendent or designee. The Superintendent or designee shall follow these guidelines for use of District facilities and/or grounds:

1. Aid, encourage, and assist groups desiring to use District facilities and/or grounds for approved activities authorized under the Civic Center Act which are aligned to the normal purpose, design and function of the facility and/or grounds and designating a person to supervise this task, if necessary.
2. Preserve order in District facilities and on District grounds and protect such facilities and/or grounds.
3. Ensure that the use of District facilities and/or grounds is not inconsistent with their use for educational purposes and does not interfere with the regular conduct of instructional programs at the schools.
4. Determine if activities or events that are normally regulated and/or required to comply with guidelines, rules, regulations and directives of agencies such as the Fire Authority, California Occupational Health and Safety Organization (CalOHS), or other local law enforcement agencies align to the educational purpose of the District Facility and/or grounds.
5. Ensure that activities/events do not exceed the normal capacity of the facility, parking areas or grounds or create health and safety concerns.
6. Prohibit the use of alcohol and tobacco, in, on, or around District facilities or grounds.
7. Ensure there are no advertising on District facilities and grounds except as allowed by district policy.

**Community Relations****USE OF SCHOOL FACILITIES** (continued)

The Board shall grant the use of District facilities or grounds without charge to school-related organizations whose activities are directly related to, or directly benefit District schools and students.

The Board believes that District facilities and grounds provide an important link between the District and community. It also believes that the use of facilities should not result in additional costs to the District. The Board has adopted a comprehensive schedule of fees to be charged for community use of District facilities and grounds. Such individuals or groups requesting the use of District facilities and grounds under the Civic Center Act shall be charged an amount not exceeding direct costs as set forth in the fee schedule. Additionally, when any use of District facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. Groups shall be charged fair rental value, as defined in the Civic Center Act when using District facilities or grounds for entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the District's students or for charitable purposes.

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds.

## Legal Reference:

## EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

38130-38139 Civic Center Act: use of school property for public purposes

## BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

## GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

## MILITARY AND VETERANS CODE

1800 Definitions

## CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

**Community Relations**

**USE OF SCHOOL FACILITIES (continued)**

UNITED STATES CODE, TITLE 20  
7905 Equal access to public school facilities

**COURT DECISIONS**

Good News Club v. Milford Central School (2001) 533 U.S. 98  
Lamb's Chapel v. Center Moriches Union Free School District (1993) 508 U.S. 384  
Cole v. Richardson, (1972) 405 U.S. 676  
Connell v. Higgenbotham, (1971) 403 U.S. 207  
ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167  
Ellis v. Board of Education, (1945) 27 Cal.2d 322

**ATTORNEY GENERAL OPINIONS**

82 Ops.Cal.Atty.Gen. 90 (1999)  
79 Ops.Cal.Atty.Gen 248 (1996)

**Policy**

adopted: August 17, 1995  
revised: September 6, 2001  
revised: August 13, 2009  
revised: April 16, 2015  
revised: September 8, 2016

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations****ACCESS TO DISTRICT RECORDS**

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of the law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law. In order to expedite response to inquiries, all requests for information and/or documents shall be placed through the Superintendent or designee.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communication, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

## Legal Reference:

## EDUCATION CODE

35145	Public meetings
35170	Authority to secure copyrights
35250	Duty to keep certain records and reports
41020	Requirement of annual audit
42103	Publication of proposed budget; hearing
44031	Personnel file contents and inspections
44839	Medical certificates; periodic medical examination
49060-49079	Student records
49091.10	Parental review of curriculum and instruction

## GOVERNMENT CODE

3547	Proposals relating to representation
6250-6270	California Public Records Act
6275-6276.48	Other exemptions from disclosure
53262	Employment contracts
54957.2	Minute book record of closed sessions
54957.5	Agendas and other writings distributed for discussion or consideration
81008	Political Reform Act, public records; inspection and reproduction

**Community Relations**

**ACCESS TO DISTRICT RECORDS (continued)**

**CALIFORNIA CONSTITUTION**

Article 1, Section 3 Right to access to governmental information

**CODE OF REGULATIONS, TITLE 5**

430-438 Individual pupil records

**COURT DECISIONS**

City of San Jose v. Superior Court (2017) 2 Cal.5<sup>th</sup> 608

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5<sup>th</sup> 282

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4<sup>th</sup> 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4<sup>th</sup> 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4<sup>th</sup> 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4<sup>th</sup> 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4<sup>th</sup> 144

**ATTORNEY GENERAL OPINIONS**

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

64 Ops.Cal.Atty.Gen 186 (1981)

Management Resources:

**CSBA PUBLICATIONS**

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

**ATTORNEY GENERAL PUBLICATIONS**

Summary of the California Public Records Act, 2004

**LEAGUE OF CALIFORNIA CITIES PUBLICATIONS**

The People's Business: A Guide to the California Public Records Act, 2008

**WEB SITES**

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org>

State Bar of California: <http://www.calbar.ca.gov>

Policy

Adopted: July 5, 1990

Revised: December 11, 1997

Revised: June 6, 2002

Revised: December 14, 2017

**WESTMINSTER SCHOOL DISTRICT**

Westminster, California

**Community Relations**

**RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS**

Cooperative relationships will be maintained with public agencies established to provide for the welfare, health and safety of all citizens including the students in our schools.

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

*(cf. 1330 - Use of School Facilities)*

Legal Reference:

EDUCATION CODE

10900-10914.5 Cooperative community recreation programs

12400 Authority to receive and expend funds (federal)

17050 Joint use of library facilities

17051 Joint use of park and recreational facilities

49305 Cooperation of police and California Highway Patrol (School safety patrol program)

49402 Contracts (with local, city or county health departments)

49403 Cooperation in control of communicable disease and immunization of students

51202 Instruction in personal and public health and safety

Policy  
adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

## Community Relations

### **WAIVERS**

#### General Waiver Requests

The Governing Board, may request that the State Board of Education certain provisions of the Education Code, Title 5 regulations, or the federal law when such provisions prevent the district from offering its students the best possible educational program. The Superintendent or designee, advisory committees or site councils shall identify the need for the Board to submit waiver requests and shall provide the Board with the necessary information to analyze the need for the waiver.

The Board shall hold a properly-noticed public hearing on all waiver requests. (Education Code 33051)

*(cf. 9320 – Meetings and Notices)*

The Board shall include the exclusive employee representative in the development of the waiver.

If the waiver affects a program that requires the existence of a School Site Council, the School Site Council shall first approve the request. (Education Code 33051)

*(cf.0420 - School Plans/Site Councils)*

*(cf. 0420.1 - School-Based Program Coordination)*

*(cf. 1220 – Citizen Advisory Committees)*

For general waivers, the request to the State Board of Education shall include a statement as to whether the exclusive employee representative participated in the development of the waiver and the exclusive employee representative's position on the waiver. General waiver requests shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33050)

#### Specific Waiver Requests

The Board shall hold a properly noticed public hearing on all specific waiver requests when required by law or when the Board desires community participation in the development of the waiver.

The Board shall include the exclusive employee representative, School Site Council, advisory committees and councils in the development of specific waivers when required by law or when affected by the waiver request.

**Community Relations****WAIVERS (continued)**

Legal Reference:

**EDUCATION CODE**

5000-5033 Governing board elections  
 8750-8754 Grants for conservation education  
 10400-10407 Cooperative improvement programs  
 17047.5 Facilities used by special education students  
 17291 Portable school buildings  
 33050-33053 General waiver authority  
 37202 Equity length of time  
 41000-41360 School finance  
 41381 Minimum school day  
 41600-41854 Computation of allowances  
 41920-Budget requirements; local taxation by school districts  
 44520-44534 New Program for careers  
 44666-44669 School-Based Management and Advanced Career Opportunities  
 44681-44689 Administrator Training and Evaluation  
 45108.7 Maximum number of senior management positions  
 48660-48666 Community day schools  
 48800 – Attendance at Community College  
 49550-49560 Meals for needy students  
 51224.5 Algebra instruction  
 51745.6 Charter school independent study ratio  
 51870-51874 Educational Technology  
 52053-52055.55 Immediate Intervention for Underperforming Schools Program  
 52055.600-52055.662 High Priority Schools Grant Program  
 52080-52090 Class size reduction grade 9  
 52122.6-52122.8 Class size reduction - impacted school sites  
 52160-52178 Bilingual-Bicultural Education Act of 1976  
 52180-52186 Bilingual teacher waiver  
 52200-52212 Gifted and Talented Pupils Program  
 52340-52346 Career Guidance Centers  
 52522 Plans for adult education  
 52850-52863 School-Based Coordinated Program  
 54000-54028 Disadvantaged Youth Program  
 54100-54145 Miller-Unruh Basic Reading Program  
 54407 Waiver for compensatory education programs

**Community Relations**

**WAIVERS (continued)**

56000-56867 Special education programs

**EDUCATION CODE, (continued)**

58407 Waiver related to individualized instruction program

58603 Waiver for compensatory education programs

58900-58928 Restructuring demonstration programs

60119 Public hearing on sufficiency of instructional material

60422 Instructional materials funding realignment program

**CODE OF REGULATIONS, TITLE 5**

1032 Academic Performance Index

3100 Resource specialist caseload waivers

3945 Cooperative programs

9531 Instructional materials funding

11960 Charter school attendance

11963.4 Charter school percentage funding

13017 Waivers

13044 Waivers

**UNITED STATES CODE, TITLE 20**

1400-1482 Individuals with Disabilities in Education Act

7115 Safe and Drug Free Schools, authorized activities

**Policy**

adopted: July 5, 1990

revised: September 6, 2001

revised: April 9, 2009

**WESTMINSTER SCHOOL DISTRICT**

Westminster, California

**Community Relations****RELATIONS BETWEEN PROFESSIONAL ORGANIZATIONS AND THE SCHOOLS**

The Governing Board recognizes the need to ally itself with professional organizations of the county and state which exist for the purpose of supporting public education. Board membership, however, will be limited to those professional organizations acknowledged by the State Legislature or by the State Board of Education as "approved for membership."

Membership of individual Board members in local organizations designed to advise the Board, or recommend procedures to the Board, is discouraged.

Recognizing the need administratively for the district to have representation in certain organizations and to receive their publications and information, the district may pay dues or membership fees of the following, provided they have been approved for such payment under the Education Code.

1. Membership in the County School Boards Association.
2. Membership in the State School Boards Association.

Individual Board and administrative staff members are encouraged to attend a reasonable number of county, area, state and national meetings and conventions which are held from time to time. The association with other representative Board members and educators and the knowledge and information gained by members of this Board at such meetings and conventions and from such organizations' publications and materials have proven genuine value in past years.

*(cf. 4331.3 - Inservice Training/Visitations; Conferences)*

*(cf. 9240 - Board Development)*

Policy  
adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California

**Community Relations**

**RELATIONS WITH THE BUSINESS COMMUNITY**

The Governing Board recognizes that private industry is an important segment of the local community and encourages the involvement and support of representatives from the business community.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards commencing January 1, 1976

Policy  
adopted: July 5, 1990

**WESTMINSTER SCHOOL DISTRICT**  
Westminster, California