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ARTICLE 1 COMMUNITY RELATIONS (Series 1000)

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Community Relations

Concept and Roles in Community Relations

Visit the [CCCOE's Gamut site](#) to read the Board policy.

Policy

adopted: September 1, 1982

Policy

amended: October 12, 1988

Community Relations

Communication with the Public

Visit the [CCCOE's Gamut site](#) to read the Board policy.

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 Relations

County Office Directory

Visit the [CCCOE's policy website](#) to read the Board policy.

Policy
adopted:

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

Community

Media Relations

Visit the [CCCOE's policy website](#) to reach the administrative regulation.

Regulation
approved: June 9, 1982

Regulation
amended: August 11, 1993

Community

Media Relations

Visit the [CCCOE's policy website](#) to read the Boar policy.

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 Relations

Inspection 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 Relations

Fees

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)

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| 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

| | |
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| 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

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| 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 RelationsRelations 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.

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| 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

Visit the [CCCOE's policy website](#) to read the administrative regulation.

Regulation
approved: June 9, 1982

Community Relations

Complaints about Instructional Materials

Visit the [CCCOE's policy website](#) to read the Board policy.

Policy

approved:

August 16, 2023

Visit the [CCCOE's policy website](#) to read the administrative regulation.

Regulation

approved: June 9, 1982

Visit the [CCCOE's policy website](#) to view the exhibit.

Exhibit

approved: June 14, 2023

Community Relations

UNIFORM COMPLAINT PROCEDURES

Visit the [CCCOE's policy website](#) to read the Board policy

Policy Adopted: November 16, 1994

Policy amended: February 8, 1995
 June 19, 2002
 May 24, 2006
 April 15, 2015
 April 13, 2016
 June 3, 2020

Visit the [CCCOE's policy website](#) to read the administrative regulation.

Regulation approved: June 9, 1982

Regulation amended: November 16, 1994
 February 8, 1995
 June 19, 2002
 May 24, 2006
 April 15, 2015
 April 13, 2016
 June 3, 2020

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Visit the [CCCOE policy website](#) to read the Board policy.

Policy
approved: September 7, 2022

Visit the [CCCOE's policy website](#) to read the administrative regulation.

Regulation
approved: February 2, 2005

Regulation
amended: February 15, 2006

Visit the [CCCOE's policy website](#) to read the Superintendent policy.

Regulation
approved: August 10, 2022

Visit the [CCCOE's policy website](#) to view the exhibit.

Exhibit
Approved: April 13, 2016

Community Relations

CIVILITY

Visit the [CCCOE policy website](#) to read the Board policy.

Policy

approved: September 1, 2021

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 of 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

Visit the [CCCOE's policy website](#) to read the administrative regulation.

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 Relations

Relations with Local School Districts

Membership 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 RelationsRelations 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