

COMMUNITY RELATIONS — 1000 SERIES

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The Governing Council recognizes that the local communities served by the ROC/P help to determine the number of training programs available and the quality of the educational process in general. Therefore, it is imperative that members of the community work with ROC/P staff in developing and implementing programs and establishing an effective evaluation process for those programs.

The ROC/Ps relations with the community cannot merely be described as a process of reporting and interpreting, but rather can be characterized as a partnership in pursuit of excellence. All partners perform their respective roles in the best interest of the entire program, and most importantly, the students.

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| First Reading: | 8/8/90 |
| Second Reading: | 11/6/90 |
| Adopted: | 11/6/90 |

The Governing Council shall attempt to:

- a. Keep themselves and the public informed regarding the policies, administration, operation, objectives, and successes or failures of the ROC/P.
- b. Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretation and explanation of the ROC/P plans and programs.
- c. Attempt to establish harmonious channels of communications with the public.

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| First Reading: | 8/8/90 |
| Second Reading: | 11/6/90 |
| Adopted: | 11/6/90 |

Printed Materials

BP 1120

The administration shall be responsible for all printed materials disseminated for public information.

News Releases

Releases to newspapers and other news media shall have been cleared with or submitted through the Superintendent's office.

Caution should be exercised relative to statements for public consumption. They shall be consistent with board policy and administrative procedures.

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| First Reading: | 8/8/90 |
| Second Reading: | 11/6/90 |
| Adopted: | 11/6/90 |

Distribution of Printed Materials

BP 1121

No written material shall be distributed, offered for distribution or shown to the students of the Mission Valley ROC/P without permission of the Superintendent or his designated representative.

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| First Reading: | 8/8/90 |
| Second Reading: | 11/6/90 |
| Adopted: | 11/6/90 |

Regular and Special Meetings

BP 1130

Announcement of the date, time, and place of all regular and special meetings of the Mission Valley Regional Occupational Center/Program Governing Council and the major topics to be discussed thereat shall be made 72-hours in advance, whenever practicable, by posting the agenda and supporting documentation at the ROC/P office and on the MVROP website. It shall be the duty of the Superintendent to supervise the execution of this policy.

All regular meetings of the Governing Council shall be established at their re-organizational meeting held in January of each year.

Special and adjourned meetings can be called by the chairperson. Agendas shall be posted for these meetings twenty-four (24) hours in advance. All agendas shall be posted at the ROC/P office and the MVROP website, with a request to post Special Meeting agendas on the three district web sites.

The agenda shall provide members of the public the opportunity to address the Governing Council on any agenda item prior to the Governing Council's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at the regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Governing Council. (Education Code 35145.5, Government Code 54954.3).

Individuals or groups of citizens wishing to make a public comment to the Governing Council or initiate an item for the agenda may do so within the following framework:

Public Comment

Any individual or group may address the Governing Council concerning any subject that lies within the Governing Council's jurisdictional authority. Those citizens wishing to make public comment on items on the agenda shall file a written request with the Superintendent's Administrative Assistant using a blue speaker card prior to the discussion of the agenda item. Individuals who wish to make a public comment on items not on the agenda shall file a written request using a green speaker card prior to the Public Comment section of the agenda. The written request shall include:

1. Name, address, and telephone number of person or persons wishing to speak.
2. Name of organization or group represented.
3. Statement of topic to be discussed.

Three (3) minutes may be allotted to each speaker, with a maximum of thirty (30) minutes public comment. The Board President or designee at his/her discretion may modify the time limit as appropriate.

First Reading: August 8, 1990
Second Reading: November 6, 1990

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| Revised First Reading: | February 21, 2007 |
| Revised Second Reading: | March 21, 2007 |
| Revised Third Reading: | April 18, 2007 |
| Adopted: | April 18, 2007 |

Procedures for Public Comment

AR 1130

The Governing Council respects the right of the public to comment on all matters within the jurisdictional authority of the Board; therefore, the following procedures shall be followed with regard to public comment:

1. A person wishing to be heard shall first be recognized by the president or designee and shall then proceed to comment as briefly as the subject permits. Citizens may speak on any item under discussion by the Governing Council in accordance with the order of discussion. When addressing the Board, each person will walk to the rostrum located directly in front of the Board. After receiving recognition from the Board President or designee, each person will state his/her name and school attendance area. To enable all who wish to address the Board time to do so, a three (3) minute limit is assigned to each speaker. The Board President or designee at his/her discretion may modify the time limit as appropriate. Further, if there are more speakers than time, the Board President or designee may allocate less than three (3) minutes per speaker, or allow a group a specified time limit.
2. When addressing the Board, please do the following: (a) fill out a color-coded speaker card located near the rostrum — blue card is for items on the agenda and green card is for items not on the agenda; (b) give it to the Superintendent's Administrative Assistant; (c) when your name is called, walk to the rostrum located directly in front of the Board; (d) after receiving recognition from the Board President, please state your name and address.
3. Anyone who disrupts, disturbs, or otherwise impedes the orderly conduct of a Board meeting will be ordered to stop such conduct at once. If the disruptive conduct does not stop immediately, the individual will, at the discretion of the presiding officer or majority of the Board, be removed from the Board meeting. "Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than two hundred fifty dollars (\$250)." (Education Code 32210)

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| First Reading: | February 21, 2007 |
| Second Reading: | March 21, 2007 |
| Third Reading: | April 18, 2007 |
| Adopted: | April 18, 2007 |

Complaints Concerning the ROC/P and ROC/P Personnel

BP 1312

Constructive criticism of the ROC/P is welcome when motivated by a desire to improve the quality of the educational program and to assist the ROC/P in performing its task more effectively.

The Governing Council encourages the resolution of all complaints at the earliest possible stage in the most effective manner. All complaints whether of the program or a staff member shall be submitted in accordance with regulations developed by the Superintendent. In so doing, all complaints will be assured of receiving appropriate review and consideration.

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

It is cautioned that in no way will an instructor or other staff member endure insults or abusive treatment from any person pertaining to any complaint. Such persons will be subject to misdemeanor penalties prescribed by law.

ROC/P employees who are sued as a consequence of performing their assigned duties shall be provided full legal service unless they have violated ROC/P policy, regulation, or instructions.

The Governing Council shall annually review policies and regulations for complaints regarding ROC/P personnel.

| Legal Reference: | Education Code |
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| | 35146 Closed sessions |
| | 35160.5 Requirement of school district policies: parental complaints regarding employees |
| | 35203 Duty of district attorney to defend certain cases |
| | 35204 Contract with attorney in private practice |
| | 44811 Upbraiding, insulting, and abusing teachers |
| | 44812 Insulting and abusing teachers |
| 44932-44949 | Resignation, dismissal, and leaves of absence (rights of employee; procedure to follow) |
| 56500 et seq. | Procedural safeguards: special education programs |

Government Code

950 et seq. Actions against public employees
54957 et seq. Closed sessions

Administrative Code, Title 5

3940-3953 Complaint procedures: categorical
aid programs

First Reading: 8/8/90
Second Reading: 11/6/90
Adopted: 11/6/90

Complaints to the Governing Council

AR 1312

Whenever a complaint is made directly to the Governing Council as a whole or to an individual Council member, it shall be referred to the Superintendent for study and possible solutions.

Complaints Concerning Personnel

Complaints concerning ROC/P personnel should be made directly by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved at this level, the complainant is requested to put the complaint in writing and to direct it to the employee's supervisor. If the complaint, after review by the supervisor, remains unresolved, the supervisor shall refer the written complaint, together with the supervisor's report and analysis of the situation, to the Superintendent. The Superintendent's decision shall be final unless the complainant, the employee, or the Superintendent requests a closed hearing before the Governing Council. If the employee so requests, an open hearing will be held.

Every effort should be made to resolve the complaint at the earliest possible stage.

The ROC/P will consider the complaint dropped if the complainant fails to put it in writing.

Hearing

No hearing, either open or closed, will be held by the Board on any complaint unless the Council has received the Superintendent's written report concerning the complaint. The Superintendent's report shall contain, but not be limited to:

1. The name of each employee involved.
2. A brief, but specific, summary of the complaint and the facts surrounding it, sufficient to inform the Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
3. A copy of the signed original of the complaint itself.
4. A summary of the action taken by the Superintendent, with his/her specific finding that disposition of the case at the Superintendent's level has not been possible, and the reasons why.

The ROC/P administration shall cooperate with the complainant and aid in the preparation of any formal complaint so as to quickly meet the informational requirements of these rules. The decision of the Governing Council following the hearing shall be final.

1st Reading: 8/8/90

2nd Reading: 11/6/90

Adopted: 11/6/90

Gifts to School Personnel

BP 1313

Employees should reject any gifts that are intended to encourage the employee to grant the donor special consideration.

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| First Reading: | 8/8/90 |
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| Adopted: | 11/6/90 |

Soliciting Funds From Students

BP 1324

Requests or solicitations of students for funds, materials, or services for organizations not under direct control of the school authorities shall not be permitted. (E.C. 51520, 51521)

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| First Reading: | 8/8/90 |
| Second Reading: | 11/6/90 |
| Adopted: | 11/6/90 |

Use of School Facilities

BP 1330

It is desirable that community use be made of ROC/P facilities when such does not infringe upon the educational program. Encouragement is given to the fullest reasonable utilization of these facilities. In addition to providing a service to community organizations, it makes possible the better integration of the ROC/P and the community.

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| First Reading: | 8/8/90 |
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Relations Between Other Governmental Agencies and Schools

BP 1400

The Governing Council, as an independent body, has no statutory relationship to other local governmental bodies. It will at all times cooperate with other governing agencies, but in matters affecting the budgets of the several agencies, it will neither seek special consideration nor assume costs that properly fall outside its jurisdiction. Complete autonomy will be maintained at all times.

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| First Reading: | 8/8/90 |
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Institutional Memberships

BP 1500

In order to support and encourage research, publication, and professional activities in the field of education, the ROC/P will take institutional memberships in selected professional organizations, as permitted under the Education Code with Council approval.

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| First Reading: | 8/8/90 |
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