



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 6161.4
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Instruction

Community Resources

1. Purpose and Scope

The rules governing community-based programs that are held in or on a community facility rather than a school facility which are not deemed to be field trip in nature.

2. Regulation

Establishing courses and student enrollment in classes that are held at a location other than the regular school facility may be authorized by the Governing Board under the following rules:

A. Courses using the community:

- (1) All community-based courses will be reported to the Assistant Superintendent, Educational Services one month prior to each semester showing:
 - (a) Location of program
 - (b) Type of program (Occupational, Regional Occupational Program, Work Experience Education, other)
 - (c) Contact person
 - (d) Length of program (1 week, 1 semester, 1 year)
- (2) Each year the Instruction Division will publish and maintain a list of community-based courses showing the origin of the program, student availability, etc.
- (3) Community-based courses will be open to other campuses on an available opening basis, as established by the school of origin and the community agency.

Community Resources (continued)

- (4) Development of new community-based courses will be approved in the regular manner of all new courses and will include a review by the Instruction Division for legal implications.
 - (5) In developing community-based occupational courses, the Procedures for Initiating New Occupational Courses should be followed as established by Superintendent.
 - (6) Community-based occupational course development will, whenever possible, utilize the Career Development Coordinator in the attendance area of the course for contact to reduce multiple contacts of the same sponsor for similar courses.
 - (7) A check of existing courses will be made to avoid duplications and determine existing contacts. Coordinators are to be assigned to specific attendance areas for course development.
 - (8) The feasibility of operating occupational courses in the community through Regional Occupational Program shall be considered as a step in implementation.
 - (9) Transportation for community-based courses shall be classified as regular transportation, and the Instruction and Business Services Division must approve transportation arrangements.
 - (10) Students shall submit use of community facilities for courses to the Board for approval prior to use.
- C. Classes using the community:
- (1) Prior to official student enrollment in classes using the community, the student's parents or legal guardians will properly sign a permission slip releasing the school district from any unnecessary liability.
 - (2) Prior to leaving the school campus for participation, the teacher shall present a unit of instruction regarding the safety procedures for the particular off-campus activity. The length of this safety unit and the material to be covered shall be agreed upon with the local school administration before the unit is offered. A copy of the safety instruction unit will be filed with the Director of Curriculum.

Community Resources (continued)

- (3) Supervision of student activities will be by a certificated staff member. It is necessary that the certificated staff member establish procedures to communicate with appropriate agencies in case of an emergency.

Volunteers in Public Schools (VIPS) Program

1. Purpose and Scope

The purpose of the program is twofold:

- A. To provide an opportunity for residents and taxpayers to work in and learn more about the schools, and
- B. To provide the schools with help from people who want to become more involved in helping better school services to students.

2. Regulation

Each of the various schools in the district shall design their Volunteers in Public Schools (VIPS) Program to meet their specific needs. To maintain consistency within the district, each school VIPS Program will be subject to the following regulations:

- A. Each volunteer shall complete an emergency medical information card that is to be maintained in a file in the office of the campus VIPS Coordinator.
- B. A local school handbook shall be prepared by the local school for volunteers and distributed to each volunteer.
- C. Volunteers will be permitted to transport students in their own vehicles upon providing verification of liability insurance coverage. While the acceptable minimum coverage shall be \$100,000, the recommended level of coverage shall be \$300,000.
- D. Each school shall keep records on volunteers. These records are to include:
 - (1) An accounting of hours worked, and

Volunteers in Public Schools (VIPS) Program (continued)

- (2) An assessment of each volunteer's performance
- E. Each school shall provide at least one orientation and training session for new volunteers.
- F. Each school shall submit a yearly report and evaluation of its VIPS Program to the Administrative Assistant to the Superintendent.