



Guidelines for School-Connected Organizations

High School Foundations:

Canyon Crest Academy Foundation

La Costa Canyon High School Foundation

San Dieguito Academy Foundation

Torrey Pines High School Foundation

All Students Are Entitled to a Successful Education

We Are a Team

Engaged, Inspired, Prepared

Introduction

San Dieguito Union High School District appreciates the support it receives from the community and our high school foundations. The support the District receives directly benefits our students and helps us achieve our goals and move toward our vision.

This document summarizes various board policies, administrative regulations, school rules, practices and procedures of the District. It is the District's hope that the information provided herein will establish a framework for the school-connected high school foundation to work within when they are planning or implementing their various activities occurring on District property or on behalf of its schools. In no way should this handbook be interpreted as establishing direct oversight of or a method of control over the school-connected foundations or their activities. Rather, this handbook should be used to ensure the organization's activities or operations are not in conflict with the District's educational goals, or its various policies, rules, and regulations.

High School Foundations

The Board of Trustees recognizes and appreciates the support parents give to the District's educational and extra-curricular programs. High school foundations ("foundations") may request recognition as a "school-connected organization." The four foundations recognized by the district as school-connected are as follows:

Canyon Crest Academy Foundation

La Costa Canyon High School Foundation

San Dieguito Academy Foundation

Torrey Pines High School Foundation

Each foundation shall be subject to its own bylaws and operational procedures or to the rules and bylaws of its affiliated state or national organization(s), as applicable.

Programs, fundraisers, or other activities sponsored by foundations must be conducted according to the policies of the Board of Trustees, administrative regulations, and school rules. Announcements, flyers, permission slips, web sites, or any other promotional material of events must clearly state that the event is organized and conducted by the foundations and not the school or the District.

Foundations shall obtain written approval of the superintendent or designee prior to soliciting funds. Authorization shall be automatically renewed each year. The superintendent or designee may revoke that authorization for solicitation of funds, if necessary.

Relationship and Separation Between Organizations

While foundations are created for the benefit of District students and are recognized as school-connected, they operate independently from the District. It is important that the separation between the District and foundations is preserved in order to protect the District from liability arising from activities from which it has no direct control or oversight.

Relationship with District Staff

Foundations may not hire District employees without prior approval from the District's Human Resources Department. District staff may be hired by foundations to perform assignments on behalf of the organization which are outside of the staff member's regular District employment. Such outside employment may not interfere with the staff member's regular duties or otherwise conflict with District board policies, administrative regulations, or objectives.

District employees may liaison with foundations, attend their meetings, and represent the school in an advisory capacity, however, they shall abstain from any voting among the group to preserve the separation between the District and the organization.

Fingerprinting guidelines

Foundations shall follow the fingerprinting and background check requirements the District is subject to and fingerprint their paid staff and any volunteers who may have unsupervised contact with students while acting on the organization's behalf.

Use of Office Space

Foundations may use office space on the campus provided no District program or class is displaced. All use of facility guidelines shall be followed and, if required, the District may reasonably notice the foundation if the use of office space needs to be rescinded or changed. Foundations may use other school facilities for other purposes as long as such use does not interfere with school activities. Without prior approval and agreement, the use of school facilities or grounds by foundations should not result in costs to the District.

Scheduled Facility Use Guidelines

This guidance will be finalized after the June 18, 2020 Board meeting.

School-sponsored Activity

School-sponsored activities are those that are organized/advised and supervised by District staff who are being paid by the District for organizing/advising and supervising the activity. Activities sponsored by foundations, which may include groups and organizations other than the District are considered to be outside activities, even if the organizer is employed by the District in another capacity.

School-sponsored events meet the following criteria:

- Any event where grades are determined or attendance is collected for participation or
- Staff paid by the school to organize, supervise, and attend the event as part of his/her regular job duties, and
- Any funds collected go directly to school or ASB accounts, and the
- Principal has agreed to sponsor the event as an official school activity.

If a foundation is providing financial support for a program otherwise organized and managed by the school, the activity would be considered school-sponsored. Examples would include donations for coach's stipends for in-season athletics, providing volunteer support, donations for school-sponsored field trips, student scholarships, etc.

Generally, activities organized and controlled by foundations are not considered school-sponsored activities. Some activities may be jointly sponsored. These activities must be approved by the superintendent or designee in advance. All non-school-sponsored activities occurring on campus must be authorized by the superintendent or designee and conducted subject to the policies of the Board of Trustees, administrative regulations, school rules, and facility use guidelines discussed elsewhere in this document.

Announcements, flyers, permission slips, or any other promotional material of events must clearly state that the event is organized and conducted by the foundation and not the school or the District.

Foundations are required to ensure proper and adequate supervision for all activities. The District's liability insurance applies only to official school-sponsored activities as defined above.

Prohibited or Discouraged Activities

Foundation activities must follow the Board Policy and applicable state and federal laws. If foundations are unsure whether an activity would be prohibited, they should consult with the superintendent or designee.

Promotion of Activities and Use of School's Name

Foundations may use the name of the school in their fundraising efforts, however, all solicitations and promotional material must clearly state that the fundraising is conducted by the foundation and not the school or District.

The superintendent or designee may authorize distribution of printed materials prepared by foundations, which further the District's goals, directly benefit students, support the educational mission of the District, or are of intrinsic value to the school's students. Commercial advertising may be prohibited if it is inconsistent with the school's policies or objectives.

Other promotional materials requiring superintendent or designee approval:

- Hanging of banners or signs
- Distribution of surveys and questionnaires requiring student or parent response

Fundraising and Charging for Activities

The District, its schools, and their student associations, are only allowed to assess fees or charge students for certain purposes authorized by the California Education Code. Foundations are not subject to the limitations of the Education Code and may therefore charge fees or solicit donations for any of their fundraising efforts provided that:

- The fundraising activity is not an official school-sponsored event
- Student participation is voluntary
- Grades are not determined or dependent upon a student's participation in the activity

Other fundraising efforts, such as concession stands, t-shirt sales, bake sales, etc., which may be conducted at official school-sponsored events by foundations, are permitted with the permission of the superintendent or designee, provided that the fundraising activity meets all of the criteria discussed elsewhere in this document and does not compete with student clubs or organizations, other school-sponsored programs, or the National School Lunch Program.

Students may be used for fundraising efforts with the approval of the superintendent or designee. No students shall be made to feel uncomfortable or pressured to provide funds, and care should be taken to stress that all donations are voluntary. No students shall be barred from a school-sponsored activity because they did not participate in fundraising.

District staff should not be used to collect, handle, or account for any funds collected from foundation fundraisers. While District staff may be hired by foundations to perform duties outside of their District employment, the District would prefer that those employees do not actively solicit or handle funds, as their involvement in those activities creates the impression that they are doing so on the District's behalf or creates undue pressure for their students to contribute. As such, we would prefer that parent liaisons solicit, receive, and account for all fundraising on behalf of foundations.

Donation and Gift Guidelines

The Board of Trustees may accept on behalf of and for the District any bequest or gift of money or property suitable for the District's purposes. The Board of Trustees delegates authority to the superintendent or designee to act on its behalf. Once a gift is accepted by the Board of Trustees, it becomes the property of the District.

Foundations may donate to the District in various ways. Examples of donations include, but are not limited to, monetary, equipment, technology or supplies. Each Foundation shall coordinate on an ongoing basis with the superintendent or designee, who will act as the designee for the

Board of Trustees. It is the superintendent or designee's responsibility to ensure the donation(s) comply with the District's policies and Education Code. The reporting of donations shall be on a quarterly basis in a format approved by the District. Monetary donations shall include a description of the purpose for it.

Donations of facility improvement projects shall follow District guidelines in order to ensure the safety of students and staff, conformance with each school's master plan and aesthetics, and compliance with the District's obligations to its classified employees, any projects involving maintenance, construction, modification, or improvement of District facilities or grounds must be approved by the superintendent or designee prior to any work commencing on the project.

Projects must comply with all applicable health, safety, building, life safety, fire, disability access, and environmental codes and may not circumvent public works regulations, the public contracts code, or interfere with the District's collective bargaining agreements. Depending on the scope of the project, the District may assign on-site supervision or require approval from the Department of the State Architect.

Examples of such work includes, but is not limited to:

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet
7. Installation of playground/athletic equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning, or removal

Obtaining prior approval and seeking input from the Executive Director of Facilities in the planning stages, will save time and resources by identifying District requirements, safety issues, or potential obstacles in advance of starting the project.

If the donation includes the naming of a facility, or renaming of a facility, it must be approved in advance by the superintendent or designee and follow the guidelines established by Board Policy 7310.

Donations of computer technology, hardware, software, and peripheral devices will be evaluated by the District's Information Technology department to ensure compatibility with the District's network and other computer systems. Unauthorized hardware and software can unduly expose our systems to viruses, hacking, or violations of our licensing agreements that

would not otherwise exist, or it may not function at all under our configurations. Hardware must be new and meet the District's performance criteria. The Instructional Technology Department may require that hardware be of a certain make and model in order to ensure that District staff or its service contractors are able to support the equipment. For all of the foregoing reasons, the District prefers to accept monetary donations for technology and purchase the equipment or software for the school according to the donor's wishes.

Donations made for the purpose of supporting a school-sponsored field trip must comply with established District guidelines.

Any trips that are wholly organized and funded by high school foundations, which do not adhere to the above requirements or obtain the necessary approvals, will not be considered school-sponsored or benefit from the District's liability insurance coverage.

Financial Reporting

As component units, foundations shall provide required financial statements and information for the District's annual audit. The foundations shall provide their formal annual financial statements after they have been presented and approved by their respective boards.

**SCHOOL-CONNECTED ORGANIZATIONS
AUTHORIZATION FOR HIGH SCHOOL FOUNDATIONS**

Board Policy 1230 – School Connected Organizations – requires written approval of the Superintendent or designee prior to soliciting funds to benefit a school or students at that school.

The following information is required of the four school-connected high school foundations to be on file with the District. Subsequently it should be updated if there are materials changes.

Organization: Attach organization mission, bylaws, rules and procedures under which the organization will operate, including procedures for maintaining the organization’s finances, tax ID# and letter of determination.

*School-connected organizations that fundraise for district schools are required to obtain their own tax identification number and to establish themselves as a 501(c)(3) tax-exempt organization. School-connected organizations may **not** use the district tax identification number.*

Information to be Updated Annually

A list of Officers and Staff

Insurance: A Certificate of Insurance for at least one million dollars (\$1M) combined single limit liability for bodily injury and property damage with a minimum two million dollar (\$2M) aggregate for each occurrence and be named as an additional insured on a separate endorsement. The certificate holder and additional insured must be identified as:

San Dieguito Union High School District
710 Encinitas Blvd.
Encinitas, CA 92024

Education Code 38134 requires school-affiliated organizations to maintain insurance against any liability from an organization-sponsored event. Groups are also encouraged to carry insurance to protect officers from personal liability.