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The development of the San Mateo Junior College District policy manual

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THE DEVELOPMENT OF THE
SAN MATEO JUNIOR COLLEGE DISTRICT
POLICY MANUAL

A Thesis
Presented to
the Faculty of the Graduate School
College of the Pacific

In Partial Fulfillment
of the Requirements for the Degree
Master of Arts

by
Gilbert Barton Gossett
August 1957

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CHAPTER I

INTRODUCTION

The Constitution of the State of California requires that the Legislature establish a system of common schools, and provide a means of support for them.¹ However, responsibility for the administration of these schools has been, for a large part, delegated to the local boards through the articles of the Education Code. These boards are empowered to establish policies and procedures for the operation of their respective districts, provided that no such policy or procedure shall contradict the Education Code.²

Recent investigations have shown that less than half the boards of education in cities have adopted a set of rules and regulations outlining the administrative procedures and relationships of the schools A good set of rules and regulations should be adopted by every school system, whether large or small, for the conduct of its business.³

¹State of California, Education Code (Sacramento: California State Printing Division, 1955) p. 1101.

²Ibid., p. 103.

³Ward G. Reeder, The Fundamentals of Public School Administration (New York: The Macmillan Company, 1941) p. 88.

I. THE PROBLEM

Statement of the problem. What are the policies and procedures for the operation of a California junior college district that, in the interest of a smoothly operating, effective junior college, should be clearly defined and made available in written form to all persons directly and indirectly concerned?

The specific purpose of this study was to develop a manual of district policies and procedures as a guide to the board of trustees, staff, students, and public of the San Mateo Junior College District.

Through the development of this manual, an attempt was made to answer such questions as what are the general areas that should be included in a policy manual; what format will best serve the needs of a school district policy manual; to what extent can the development of the manual be a cooperative project of the board, the administration, and the staff of the school; can a policy manual be completely free of administrative rules and regulations; and can one policy manual be developed to fill the needs of all school districts of a similar kind.

Delimitation of the study. District policies and procedures included herein deal with only the broad

basic policies. Details for carrying them out are not included since these should be considered administrative rules and regulations.

Importance of the study. It was pointed out by Clarence A. Weber that, although some educators object very strenuously to the idea that school districts could benefit from the experiences of industry, the districts could learn a great deal concerning personnel problems from this very source.⁴

Gradually, and in the hard way, business and industry have learned that it pays to spend time, money, energy, and effort on the development of personnel policies which can be examined, reviewed, and reconstructed.⁵

That these policies, as well as other operational policies and procedures, do not exist in written form in many school districts has been shown in reports such as the doctoral study by Marrit John Rand.⁶ This was borne

⁴Clarence A. Weber, Personnel Problems of School Administrators (New York: McGraw-Hill Book Company, Incorporated, 1954) pp. 4-5.

⁵Ibid.

⁶Marrit John Rand, A Study of Board Rules and Regulations for Non City School Districts with Superintendents in California, California Association of School Administrators, Research in Administration Bulletin Number 6 (Pasadena: California Association of School Administrators, 1953), p. 7.

out even more fully by the responses obtained from the sixty-one junior colleges of California to which requests were made for copies of their policy manuals by this investigator in preparation for this study.

Some of the distinct advantages in having policies and procedures in concrete form are as follows:

1. Orientation of new board members and staff.
2. Guidance for the school system.
3. Continuity in school administration.
4. Improvement of general efficiency.
5. Public relations.

The end result of the use of such a manual is that any person may determine the functions and responsibilities of the board, administration, and staff of the school. This may obviate misunderstanding and much friction among employees, students, and the community.

II. DEFINITIONS OF TERMS USED

The following definitions are supplied in order to assure the correct interpretation of terms used in this study.

⁷Calvin Grieder and William Everett Rosenstengel, Public School Administration (New York: The Ronald Press Company, 1954), p. 118, citing Stephen Romine, "Your Board Should Have Written Policies!" Colorado School Board Bulletin, 6:77, 91, November, 1948.

District Policies and Procedures. District policies and procedures are defined as general statements of policies, principles, and procedures adopted by the board of trustees to provide common guides for district employees and for the public, and designed to establish the positions, functions, and relationships of the personnel of the college district.

Board of Trustees. The board of trustees shall be herein interpreted as the Board of Trustees of the San Mateo Junior College District.

Superintendent. The Superintendent of the San Mateo Junior College District is the President of the College of San Mateo.

Staff. The staff shall include all personnel in the employ of the San Mateo Junior College District.

Certificated Employees. Certificated employees shall include all persons employed by the district in a position requiring a certificate or credential issued by the State Board of Education licensing the holder to engage in any school service as defined in the Education Code.

Non-Certificated Employees. Non-certificated employees shall include all persons employed by the district in a position not requiring a certificate or credential issued by the State Board of Education.

III. RÉSUMÉ OF THE DEVELOPMENT OF THE POLICY MANUAL FOR THE SAN MATEO JUNIOR COLLEGE DISTRICT

The first procedure in the development of this thesis was to delimit the problem. Having thus defined the study it was necessary to locate and review related literature, current policies at the College of San Mateo, and policy manuals from other districts of a similar type. These three sources provided the necessary background material for the preparation of a working draft of a policy manual for the College of San Mateo, which was submitted to the staff of the college for their review and criticism. The final revised draft was submitted to the board of trustees for its review and subsequent approval.

Following the approval of the manual by the board of trustees, the investigator drew his conclusions and prepared his recommendations.

CHAPTER II

DESCRIPTION OF THE DEVELOPMENT OF THE POLICY MANUAL FOR THE SAN MATEO JUNIOR COLLEGE DISTRICT

I. THE ESTABLISHMENT AND DELIMITATION OF THE STUDY

In July of 1956, one member of the Board of Trustees of the San Mateo Junior College District proposed the preparation of a set of rules and regulations for the operation of the board. This idea was not only approved by the board, but was expanded by that body to include rules and regulations for the operation of the entire district.

In August of 1956, the superintendent and the investigator agreed that such a study would make an interesting and valuable project for a master's thesis. It was at this point that the investigator became involved.

After considerable reading and discussion, the investigator, with the approval of his committee, chose to delimit the thesis to the broad policies and procedures that were established by the board for the operation of the San Mateo Junior College District, and to

omit, as far as possible, the administrative rules and regulations used in putting the policies into effect.

II. REVIEW OF THE LITERATURE

There would seem to be general agreement among educators as to the need for board policies and procedures for the operation of any school district regardless of size. Furthermore, it is agreed that these policies and procedures, in order to be really effective, must be written and distributed to all persons concerned with them in any way.⁸

The study of policy needs in large and small districts will have many basic likenesses in legal foundation, purposes, and types of functions required; however there will be important differences in the nature and scope of any one task and the number of elements and relationships involved.⁹

According to Smith and Smittle, boards of education often spend time dealing with petty details that would be

⁸Edward M. Tuttle, "National Association Finds Growing Interest in Written Policies for Boards of Education," The American School Board Journal, 124:5, June, 1952.

⁹Jesse B. Sears, The Nature of the Administrative Process (New York: McGraw-Hill Book Company, Incorporated, 1950), p. 308.

automatically taken care of by a good set of written policies; and such actions as are taken by the board in these cases are often lost in the minutes of the meeting instead of being made available in written form to all who are, or may become, concerned.¹⁰

In addition to the time wasted during board meetings in dealing with minor details, Bemis, Goldhammer, and Kent have pointed out that in the absence of written policies, a board may reverse itself on some decision and in so doing, may very possibly be unfair to one or the other of the parties involved.¹¹ It is therefore their recommendation that written policies should be developed to deal with all matters of continuous or recurrent concern.¹²

Sears expressed the thought that:

Rules for any school system must begin where the statute law leaves off and be designed to project those laws forward to fit local needs and conditions in accordance with the dictates of the science

¹⁰Max S. Smith and W. Ray Smittle, The Board of Education and Educational Policy Development (Ann Arbor: Edwards Brothers, Incorporated, 1954) p. 5.

¹¹Maynard Bemis, Keith Goldhammer, and J. Russell Kent, Boardmanship (Stanford: Stanford University Press, 1955), p. 11.

¹²Ibid., p. 100.

and philosophy of education applied to the local conditions and wishes of the people concerned.¹³

There is some disagreement, however, as to how inclusive the coverage shall be. Some of the authorities would have the manual include the general policies, principles, and procedures, and in addition, the detailed rules and regulations for effecting these more general statements. Greider and Rosenstengel, for example, make the following statement:

An administrative code may advantageously be divided into two parts: General Policies and Rules and Regulations. In all but large city districts, though, the two parts may well be incorporated in one code.¹⁴

Others, such as Marritt Rand, prefer to limit the manual to only those general policies and procedures necessary to provide guides to the personnel of the district in carrying out the objectives of the school.¹⁵ The reader should remember that "historically and legally the board

¹³Jesse B. Sears, "Rules and Regulations, Their Nature and Place in a System of School Administration," a reprint from The American School Board Journal, 100: 22-24, April, 1943; 100:35-36, May, 1943 (Stanford: Stanford University Press, 1943), p. 5.

¹⁴Calvin Grieder and William Everett Rosenstengel, Public School Administration (New York: The Ronald Press Company, 1945), pp. 115-16.

¹⁵Rand, op. cit., p. 9.

of education is a policy determining body,"¹⁶ and since "the board can only function while in legal session"¹⁷ some written record of the established policies must be available as a guide to the administration in carrying out the various functions delegated to them. It was with this latter idea in mind that this study was started.

However, in actual practice it was found that a certain amount of a compromise between the two extremes was necessary for a really effective manual.

Some basic principles which should be kept in mind in formulating and using such policies and procedures are as follows:

1. They should be formulated by the board of education and the superintendent of schools with the co-operation of representatives of the various types of school employees.
2. They should be in meticulous accord with the laws of the state and with the provisions of any local charter.
3. They should be written. Ideas best project themselves into reality when crystallized in written language. Verbal rules and regulations are not likely to be well formulated; moreover, they are likely to be forgotten both by those who make them and by those for whose guidance they are made. In the larger school

¹⁶Clyde B. Moore, "The Policy Determining Function of the Board of Education," The American School Board Journal, 96:20, February, 1938.

¹⁷Ibid.

systems the rules and regulations are usually printed, and in the smaller systems they are usually mimeographed.

4. They should state clearly the general functions of the various employees. However, they should not be so rigid as to make it impossible for employees to exercise their individuality when to do so would result in greater efficiency.
5. They should be amended as the need arises. Any changes effected should be made known to all employees concerned.
6. They should be followed. Rules which are archaic and useless should be repealed. Those which have not been repealed should be enforced. Any other practice breeds disrespect for the law.¹⁸

An additional guiding principle expressed by Sears was that, "Because rules may at any time become significant in litigation or in avoiding litigation, they should be prepared with a view to protecting the rights of the district."¹⁹

Although the suggested format of the policy manual varied slightly by author, the general trend was that the policies should be grouped in accordance with the functions they are meant to define and direct.

The mere completion of a policy manual is not the end of the task, in fact it is more nearly the beginning.

¹⁸Reeder, op. cit., p. 89.

¹⁹Sears, op. cit., p. 6.

The board and administration must be as mindful of the need for change and progress as for that of stability and permanence.²⁰

Since the superintendent puts the policies into effect, he should report frequently to the board as to how the policies are functioning. The board will then be in a position to perform its function of evaluating the effectiveness of the policies and if deemed advisable, may revise or rescind any policy.²¹

III. INVESTIGATION OF CURRENT POLICIES

AT THE COLLEGE OF SAN MATEO

As was expected, the investigation of current policies at the College of San Mateo was not very fruitful. The most valuable material found was an early draft of policies pertaining to the board of trustees. This draft was primarily taken from the Education Code and gave the authority for the existence and the mode of operation

²⁰ Jesse B. Sears, The Nature of the Administrative Process (New York: McGraw-Hill Book Company, Incorporated, 1950), pp. 527-8.

²¹ D. R. Davis and E. L. Prestwood, Practical School Board Procedures (New York: Chartwell House Incorporated, 1951), p. 128.

of the board of trustees.

The administrative organization of the College of San Mateo has undergone several revisions since the College was founded in 1922; however, as far as can be found, there has never existed any written statement of policies pertaining to the specific duties of the individuals concerned. Each person has carried out his job according to the traditional functions of his particular position. A change was made in the administrative organization by the new superintendent which completely eliminated the position of the administrative assistant to the superintendent and re-aligned the duties and responsibilities of the entire administrative staff. This necessitated the preparation of an accurate job description for each of the administrative positions.

As in the administrative organization, there was little to be found in written policies pertaining to instructors and other certificated personnel. A salary schedule, including a scale for the placement of new instructors, was obtained from the office of the superintendent; the policy on professional improvement which had recently been approved by the board of trustees was obtained from the faculty committee on professional

improvement; and the Education Code supplied the basis for many policies governing employment, classification, responsibilities, leaves of absence, retirement, and resignations of certificated personnel. Other policies such as duties, instructor load, and civil rights of certificated personnel were in effect, although not in writing.

Material pertaining to the non-certificated personnel, the business operation, and buildings and grounds was found in the office of the business manager and the office of the administrative assistant to the superintendent. Some of this material was of a policy nature; however, much of it was administrative detail for routine jobs such as preparing requisitions, purchase orders, use permits for facilities, and requests for clerical assistance.

For the division pertaining to student personnel, material was found in the office of the director of student personnel, the registrar's office, and the office of the administrative assistant to the superintendent. Definite policies were found concerning attendance, student loans, smoking, alcoholic beverages, and admission. However, no one of these subjects was adequately covered, and all of the material had to be revised.

The basis for policies pertaining to the educational program were found in several places. The college catalog contained the graduation requirements. The administrative procedures for field trips were contained in a bulletin issued by the administrative assistant to the superintendent. The faculty committees on aims and purposes, standards, and the extended day program made new proposals which were adopted by the board of trustees in April of 1957. Background material on curriculum development was found in the minutes of the curriculum committee which had been functioning for approximately four years. This material was made available by the office of the director of instruction.

Using these various materials as a basis, policies that had previously been understood at the College of San Mateo were put in written form.

IV. REVIEW OF THE POLICY MANUALS OF TWENTY-NINE CALIFORNIA SCHOOL DISTRICTS WITH JUNIOR COLLEGES

A letter²² was sent to the president of each of sixty-one junior colleges in the State of California requesting copies of, or information concerning, manuals

²² A copy of the letter is included in the Appendix.

of policies, procedures, rules, and regulations that each might have in his respective district. Approximately 50 per cent of these officials responded with a policy manual, a book of rules and regulations, or an outline of such a document which was currently being prepared.

Among the eleven districts currently working on such a manual, seven were revising old editions and four were developing new manuals from the very beginning. Nearly all of the districts expressed interest in the manual developed for the San Mateo Junior College District.

Many basic similarities were found in the statements of general policy contained in the manuals received; however, the extent of coverage in the manuals as a whole varied with each one.

One manual from a relatively new district was primarily a compilation of all actions taken by the board that in any way reflected policy. These were taken from the minutes of the board meetings verbatim and inserted into the manual in the appropriate chapter. The greatest single objection to this particular manual was that the staff and administration were compelled to function within narrow bounds, with no allowance for individual initiative.

On the other extreme was a manual that consisted merely of policies, procedures, and rules for conducting meetings of the board, and made no provisions for the operating framework for the school itself.

Of the remaining manuals, five applied only to the administrative organization, while the other twenty-two also included policies pertaining to the entire staff (certificated and non-certificated), the use of facilities, and the business operation of the district. Only twelve of the manuals contained sections that related specifically to the students and student organizations.

It was apparent that three of the manuals had not been recently revised since they contained policies that were no longer applicable due to subsequent changes in the Education Code. Seventeen of the manuals, being from unified districts or high school districts having a junior college, contained many policies that did not apply to a junior college district.

V. PREPARATION OF A POLICY MANUAL FOR THE SAN MATEO JUNIOR COLLEGE DISTRICT

Preparation of a Working Draft. The manuals obtained from the other districts were primarily useful to determine what policies were generally accepted in other

districts in California. Those which seemed to have direct application to the needs of the San Mateo Junior College District were noted, and together with existing policies of the district and suggested policies from the various pieces of literature listed in the bibliography, made up the first working draft of the Policy and Procedure Manual for the San Mateo Junior College District. This draft was carefully checked to be certain that no part of it was in violation of the Education Code.

A second important use of the manuals from the other districts was that of helping to determine the duties of the various members of the administrative staff. This was done in conjunction with the administrative assistant to the superintendent and the superintendent since the latter was desirous of making several changes in the existing organization for the coming year.

Review of the Manual by the Staff of the College San Mateo. The rough draft of the manual was first reviewed section by section with the administrative assistant to the superintendent, in conference sessions. As each chapter was tentatively approved, it was duplicated and forwarded to the person or persons directly concerned. Chapter I, pertaining to the board of trustees, was submitted to the board of trustees and the superintendent.

Chapter II, pertaining to the administrative organization, was submitted to each of the administrators whose duties and responsibilities were defined therein. Chapter III, pertaining to instructors, and other certificated personnel, was submitted to the director of instruction, the director of student personnel, the business manager, the director of the extended day program, and a committee of the faculty association. Chapter IV, pertaining to non-certificated personnel, was submitted to the business manager, the supervisor of buildings and grounds, and the committees of the buildings and grounds staff and the secretarial-clerical staff. Chapter V, pertaining to student personnel, was submitted to the director of student personnel, the director of instruction, the coordinator of student activities, and the coordinator of admissions and registration. Chapter VI, pertaining to the educational program, was submitted to the director of instruction and the director of student personnel. Chapter VII, pertaining to the business operation, was submitted to the business manager. Chapter VIII, pertaining to buildings and grounds, was submitted to the business manager and the supervisor of buildings and grounds.

After the suggestions made by these persons were carefully considered (and in many cases conferences

were held with the administrator concerned) the revised draft of the various sections was distributed to each member of the staff in the appropriate departments for his consideration and criticism.

Revision of the Manual in Light of Criticism of the Staff. The comments and questions of the staff were carefully noted and evaluated. Those remarks that were deemed pertinent, and that were administratively and legally sound, were complied with in subsequent revisions. This phase was a rather lengthy but extremely important one, for the success or failure of the manual would in part depend on its acceptance by the entire staff. Many conference sessions were necessary with representatives of the staff to discuss their recommendations. In those cases where the changes were not feasible, it was of greatest importance that the staff be so informed and that the reasons for such decisions be made clear to all concerned.

In those cases where no agreement could be reached, the superintendent was asked to consider the problem and give a decision.

The resulting manual was then rechecked for accuracy in form and correctness of word usage.

VI. SUBMISSION OF THE FINAL DRAFT FOR BOARD REVISION AND APPROVAL

As the various chapters of the manual were completed, they were submitted by the superintendent to the board of trustees for its criticism and questions.

As each chapter was completed, a copy was presented to each board member at a regular monthly meeting of the board. The members were invited to submit their questions to the superintendent during the ensuing month. These questions were carefully studied and answered prior to the next regular board meeting. Necessary changes were made on a master copy and these were discussed by the board and superintendent at the second meeting of the board on the chapter concerned. The investigator was also present to answer any questions directed to him, and to note suggested changes. After the manual was corrected as indicated by the board, it was approved by that body.

After the entire manual was completed and tentatively approved by the board of trustees, it was again rechecked as a unit to insure consistency throughout the eight chapters.

CHAPTER III

THE MANUAL OF POLICIES AND PROCEDURES OF THE SAN MATEO JUNIOR COLLEGE DISTRICT

The manual of district policies and procedures reproduced herein represents the final result of this thesis. It was adopted by the Board of Trustees of the San Mateo Junior College District upon its completion, and will be reproduced by the district for dissemination to its employees. For at least the first year, the manual will be in mimeographed form in order that necessary corrections may be made more readily. After it has withstood the test of time, the manual will be printed. It will be made up in loose-leaf form to allow for changes. Each employee of the district will have a copy of the manual or such chapters as apply to his position with the district.

SAN MATEO JUNIOR COLLEGE DISTRICT

POLICIES AND PROCEDURES

PREFACE

This manual presents the policies and procedures adopted by the Board of Trustees for the operation of the San Mateo Junior College District.

These policies and procedures will provide common guides for District employees and for the public, and have been designed to establish the positions, functions, and relationships of District personnel.

Employees will need to consult this manual frequently in the performance of their duties, and responsibilities. The loose-leaf folder allows for keeping the manual up-to-date. Subsequent policies or amendments enacted by the Board of Trustees will be distributed in a form to permit them to be added within this cover.

The manual describes the educational and administrative organization and defines the responsibilities of trustees and employees of the District. It also outlines the policies for the administration and operation of the services offered by the District. The term "policies and procedures" as used in this manual is synonymous with the term "rules and regulations" as used in the California Education Code.

This manual does not attempt to include all sections of law which pertain to the activities of District employees in the discharge of their duties. Employees are expected to observe all the provisions of the law which apply to their activities as employees of the District.

All actions of record in the minutes of the Board of Trustees will remain in full force and effect except as they are superseded by the policies here presented. Board minutes are on file in the office of the Secretary to the Board and may be examined any day during the usual business hours.

LEGAL BASIS AND AUTHORITY

(California Code provisions, as cited)

"Except when otherwise authorized by law, every school district shall be under the control of a board of school trustees." (Education Code, 1001)

"In every junior college district composed of two or more high school districts, the junior college board shall be composed of five members elected at large from the district for a term of three years, except as provided in this article." (Education Code, 4102)

"Junior college boards shall meet on the first day of July of each year at 11 o'clock a.m., and organize by electing a president from its members, and a secretary." (Education Code, 4153)

"Every junior college board shall hold regular monthly meetings at such times as may be provided in the rules and regulations adopted by them for their own government, except that in junior college districts composed of two or more high school districts, the regular meetings may be quarterly." (Education Code, 4171)

"Special meetings may be held at the call of the president of the board or upon a call issued in writing and signed by a majority of the members of the board,

except that by unanimous consent a special meeting may be convened at any time." (Education Code, 4172)

"The date set for special meetings shall be at least two full days subsequent to the completion of the call." (Education Code, 4173)

"No business shall be transacted at a special meeting other than that specified in the call, except that by unanimous consent any business matter may be transacted at any special meeting." (Education Code, 4174)

"All meetings of the junior college board shall be held at the junior college building. If no junior college building exists in the district, or if the junior college consists of a single high school district, the junior college board may meet at any place in the district as it may by resolution determine." (Education Code, 4175)

"Vacancies on the governing board of a junior college district composed of two or more high school districts, shall be filled by appointment by the superintendent of school having jurisdiction over the junior college district. The appointee shall hold office for the remainder of the expired term." (Education Code, 4191)

"The governing board of any school district is liable as such in the name of the district for salary due any teacher on contract, and for all debts contracted

under the provisions of this code." (Education Code, 1006)

"No member of the governing board of any school district shall be interested in any contract made by the board of which he is a member." (Education Code, 1011)

"The governing board of any school district shall:

(a) Prescribe and enforce rules not inconsistent with law or with the rules prescribed by the State Board of Education, for its own government, and for the government of the schools under its jurisdiction.

(b) Transact its business at regular or special meetings called for the purpose.

(c) Fix the time for its regular meetings. Such action shall be proper notice to all members of the board of the regular meetings.

(d) Call special meetings by written notice which shall be given to each member of the board at least 24 hours prior to the time for the meeting, unless at the time of the meeting each member of the board waives written notice.

(e) Make an annual report, on or before the first day of July, to the superintendent of schools in the manner and form and on the blanks prescribed by the superintendent of public instruction.

(f) Visit each school in its district at least once in each term, and examine carefully into the management, conditions, and needs of the schools. In any school district which employs district or city superintendents of schools it shall either visit the schools or provide that they shall be visited by the district or city superintendent of schools or his assistants." (Education Code, 2204)

"No action authorized or required by law shall be taken by the governing board of a school district except in a meeting open to the public." (Education Code, 2204.2, 1947, Ch. 1385)

"The governing board of any school district may employ a district superintendent for one or more schools employing eight teachers or more." (Education Code 1301)

"The superintendent of each school district shall, in addition to any other powers and duties granted to or imposed upon him:

(a) Be the chief executive officer of the governing board of the district.

(b) Excepting in districts where the governing board has appointed or designated an employee other than the superintendent, or a deputy, or assistant superintendent, to prepare and submit a budget, prepare and

submit to the governing board of the district, at such time as it may direct, the budget of the district for the next ensuing school year, and revise and take such other action in connection with the budget as the board may desire.

(c) Subject to the approval of the governing board, assign all employees of the district employed in positions requiring certification qualifications, to the positions in which they are to serve." (Education Code, 1306)

"The District Attorney shall give his opinion in writing to county and district officers on matters relating to duties of their offices. He shall defend all suits for damages. He shall advise boards of school trustees in relation to school bond issues and prepare all legal papers and forms necessary for voting for school bond issues." (Government Code, 26520-26522)

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CHAPTER I

BOARD OF TRUSTEES

1.1 Organization of the Board of Trustees

The Board of Trustees derives its authority from Section 1001 of the Education Code of the State of California. The Board is subject to the provisions of the Constitution of the State of California, the Education Code, the Rules and Regulations of the State Board of Education (Title 5, California Administrative Code), its own policies and procedures, and the expressed will of the electorate. Board members serve without remuneration, except that the District provides actual and necessary expenses incurred by Board members in authorized travel or school business or at conferences or professional meetings.

The Board of Trustees consists of five members elected at large for terms of three years. Terms of members expire for two members one year, two members the next year and one member the following year. Elections are held on the third Friday in May of each year in accordance with provisions of the Education Code.

Vacancies in the membership of the Board of Trustees will be filled by appointment by the County Superintendent of Schools for the remainder of the unexpired term.

In accordance with provisions of the Education Code, Section 1011, no member of the governing board of any school district can be interested in any contract made by the Board of which he is a member.

1.2 Officers of the Board of Trustees

The Board of Trustees will meet on the first day of July each year and elect one of its members as President, a second as Clerk, and a third as Trustee Representative. The Board of Trustees will also elect a Secretary to the Board.

1.3 Duties of Officers

a. President

The duties of the President of the Board will be as follows:

- (1) To preside at all meetings of the Board of Trustees.
- (2) To appoint or provide for the election of all committees.
- (3) To call special meetings as required.

- (4) To perform such other duties as may be prescribed by law or by action of the Board of Trustees.

b. Clerk

It will be the duty of the Clerk to approve and sign the minutes of all special and regular meetings of the Board, and to sign all other official documents of the Board.

c. Trustee Representative

It will be the duty of the Trustee Representative to attend a meeting called by the County Superintendent of Schools to elect members to the San Mateo County Committee on School District Organization.

d. Secretary to the Board

See Section 1.7

1.4 Duties and Responsibilities of the Board of Trustees

The duties of the Board will be as follows:

- (1) To select and appoint the Superintendent of the District.
- (2) To determine the broad general policies which will govern the operation of the District.

- (3) To adopt policies and procedures for the government of the District and to review them periodically.
- (4) To approve the annual budget.
- (5) To approve the expenditure of all funds.
- (6) To appoint or dismiss employees upon the recommendation of the Superintendent of the District.
- (7) To fix the rate of compensation for all employees, and to review all salary schedules annually.
- (8) To pass upon recommendations of the Superintendent on site utilization and physical plant development.
- (9) To pass upon recommendations of the Superintendent on matters of capital outlay with reference to buildings, major improvements, and equipment.
- (10) To pass upon recommendations of the Superintendent on matters of repairs and maintenance of the buildings, grounds, and equipment.
- (11) To require and consider reports from the Superintendent of the District concerning

the program and condition of the school.

- (12) To consider and pass upon the curricular offerings of the College upon the recommendation of the Superintendent of the District.
- (13) To consider and pass upon the annual calendar.
- (14) To consider and pass upon the recommendations of the Superintendent of the District in all matters of policy pertaining to the welfare of the school.
- (15) To provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of District funds and those of student organizations, the cafeteria, and other funds under the supervision of the District.
- (16) To provide for the annual audit of all funds of the District, student organizations, the cafeteria, and other funds handled under the supervision of the District.
- (17) To consider communications and requests from citizens or organizations on matters of policy and administration.

- (18) To serve as a court for final appeal for students, employees, and citizens of the San Mateo Junior College District.

1.5 Authority of Members

Board members have authority only when acting as a Board of Trustees legally in session. The Board will not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instructions by the Board of Trustees.

1.6 Committees of the Board of Trustees

Special committees may be created by the President of the Board or by Board action. A committee created by the President will have its chairman designated by the President. A committee elected by the Board will choose one of its members to serve as chairman.

The Superintendent of the District will be eligible to membership on all Board committees. He will be notified of the time and place of all committee meetings and will be eligible to attend all such meetings, except when his reemployment or salary is under consideration.

A Board of Trustees committee will meet at the call of the chairman.

All committee members and other persons eligible to attend a meeting will be notified in advance by the chairman of the committee or by the secretary to the Board of the time and place of such meeting.

1.7 Secretary to the Board of Trustees

The major duties and responsibilities of the Secretary to the Board of Trustees will be as follows:

- (1) To notify members of the Board of all regular, special and adjourned meetings.
- (2) To attend all Board meetings.
- (3) To record the minutes of the meetings of the Board of Trustees and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
- (4) To have charge of all records, proceedings, and documents of the Board.
- (5) To file and post copies of the quarterly financial reports as required by law.
- (6) To perform such other duties as are prescribed by law, or authorized by the Board.

1.8 Meetings of the Board of Trustees

a. Annual Organization Meeting

The Board of Trustees will meet on the first day of July of each year and will organize by electing its officers for the ensuing year.

b. Regular Meetings

The regular meetings of the Board of Trustees will be held on the second Wednesday of each month. The date of the regular meeting may be changed by action of the Board of Trustees at any previous meeting provided that every member is notified either by letter or by distribution of the minutes carrying a record of the change. In case the date of any regular meeting is changed, the Secretary will take appropriate steps to inform the public of the change in advance of the meeting.

c. Special Meetings

Special meetings of the Board of Trustees may be called by the President of the Board or by three members of the Board, or by the Superintendent of the District when approved by the President of the Board of Trustees. Two (2) days written notice will be given by the Secretary to the Board, but waivers may be signed by all members in lieu of such notice.

No business may be transacted in such meetings other than that specified in the call, except by unanimous consent.

d. Adjourned Meetings

Adjourned meetings may be held as the business of the Board of Trustees requires.

e. Executive Sessions

Executive Sessions of the Board will be held only for discussion of personnel problems or site considerations.

f. Hearing on Budget

A public hearing of the budget will be held during the first week in August as required by law.

1.9 Place of Meeting

All meetings of the Board of Trustees will be held at the College House, Coyote Point Campus, unless conditions make it imperative that another place be selected. In case any meeting is held in a different place, the Secretary will notify each member of the change. Regular meetings will be held at 8:00 p.m., unless otherwise required by law.

1.10 Meetings Open to Public

All meetings of the Board of Trustees will be open to the public, except that the Board of Trustees

may hold executive sessions to consider the employment or dismissal of a public officer or employee or to hear the complaints or charges brought against a public officer or employee by another public officer, person or employee unless the officer or employee against whom the charges are brought requests a public hearing. The board also may exclude from any such public or private meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body. (Government Code 54957)

The order of business of any official meeting will include an opportunity for the public to address the Board on any item of business which is included in the agenda. The Board, however, does not obligate itself to act upon any request or proposal unless such request or proposal is submitted to the Superintendent in writing at least seventy-two hours, excluding Saturdays, Sundays, and holidays, before the meeting. In the case of special meetings notice must be submitted at least forty-eight hours excluding Saturdays, Sundays, and holidays, before the meeting.

1.11 Minutes of Meetings

A record of all transactions of the Board will be set forth in the Minute Book of the Board, and the Minute Book will be kept by the Secretary as a permanent official record of school legislation in the District and will be open to inspection of the public.

The minutes will record the name of the person making a motion, the name of the person seconding it, and the vote. Voting will be by voice. A member voting against a proposition may state his reasons and may have them recorded in the minutes if he so requests at the time of the voting.

1.12 Order of Business and Procedure

Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all Board members present will be required for the passage of a motion except where otherwise provided by law.

The agenda of the meetings will be prepared and presented by the Superintendent of the District.

The order of business at a regular meeting of the Board of Trustees will be:

Minutes of previous meeting

General communications

Old business

New business

Monthly attendance and financial reports

Payment of bills and salaries

Report of Superintendent

Hearing of the Public on matters other than
those on the agenda

1.13 Policies and Procedures

The policies adopted by the Board of Trustees for the District have been written to be consistent with the provisions of law, but not to incorporate the same. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as employees of the Board of Trustees.

Any policy may be suspended by a majority vote of the entire Board of Trustees, which vote will be taken by roll call and will be entered in the minutes of the meeting.

The policies and procedures governing the District may be amended by a majority vote of the entire Board of Trustees at any meeting. Amendment will be

made by the repeal of the existing rule and if required the enactment of a new rule.

The Superintendent will furnish a copy of the policies and procedures and a copy of any amendment thereto to each employee, and to any other interested person. In lieu of the distribution of the complete manual, the Superintendent may prepare a special edition for any specific group of employees and omit therefrom those policies which do not have a direct bearing upon the activities of that group of employees; provided, however, that a copy of the complete policies and procedures is made readily accessible to all employees and to members of the public. Copies of the policies and procedures will be on file in the office of the Secretary to the Board of Trustees and in the office of the Superintendent of the District.

1.14 Community Relationships

The Board of Trustees recognizes the right of the public to information concerning all of its actions and policies and concerning the details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all interested persons and organizations

upon request to the Superintendent.

Copies of Minutes of the Board meetings may also be furnished to interested persons and organizations upon written request.

The Board will provide for the dissemination throughout the District of information concerning the College and will assist in the interpretation of the educational program.

It will be the practice of the Board of Trustees to utilize the advice and assistance of all interested individuals and groups in the solution of its educational and financial problems, although the Board alone will be the final policy agent.

CHAPTER II

ADMINISTRATIVE ORGANIZATION

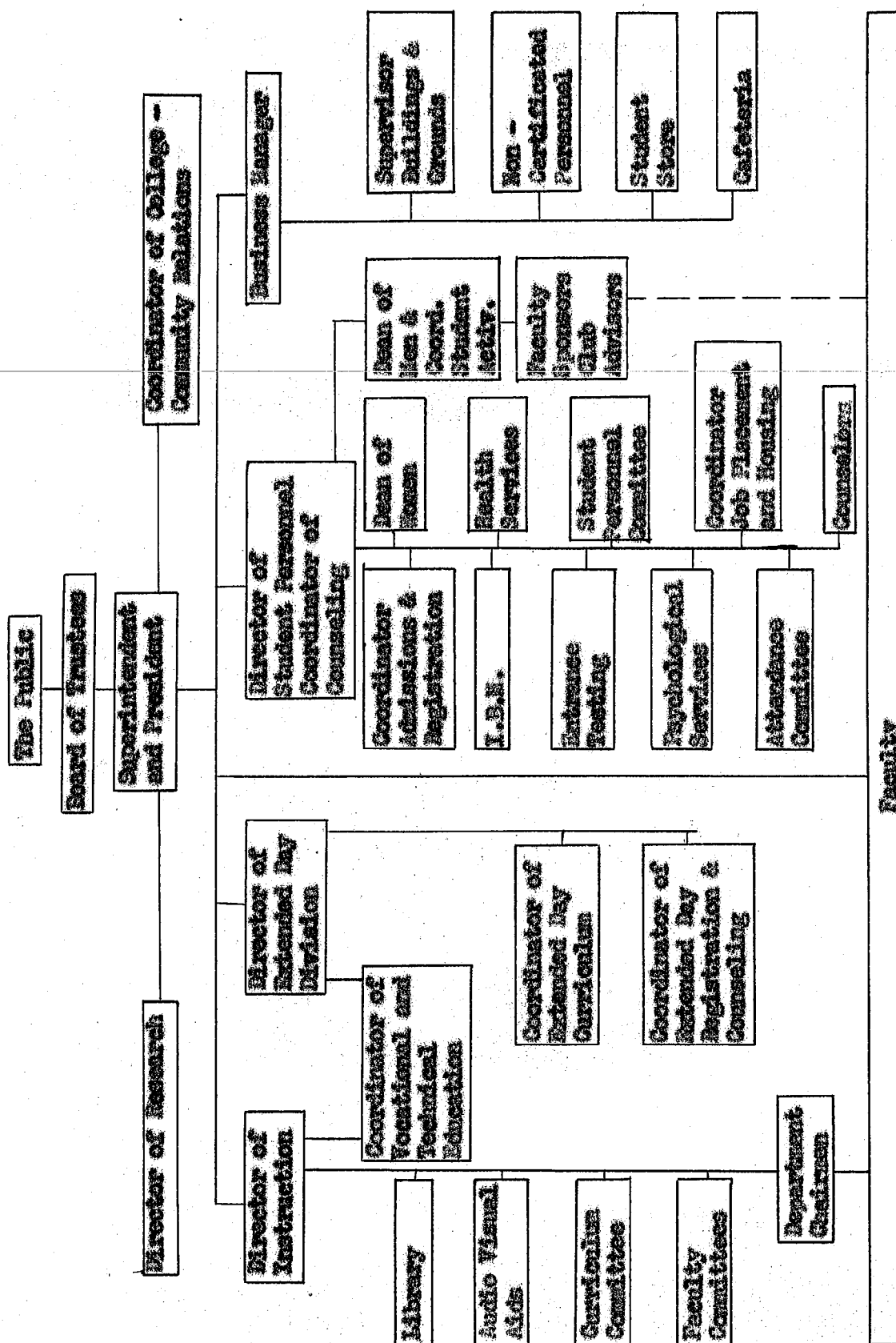
The Administrative Organization Chart for the San Mateo Junior College District is on file in the Office of the Superintendent and a copy is reproduced on page 56. The organization chart will assist employees of the District in understanding their relationships to the administration and to each other. The Administrative Salary Schedule is included as Appendix C.

2.1 Superintendent of the District and President of the College

The Superintendent will be the chief executive and administrative officer for the Board of Trustees. In addition to the powers and duties specifically imposed upon him by statute, all executive and administrative powers and duties in connection with the conduct of the College will be exercised by him.

a. Selection

- (1) The term of office of the Superintendent will be a period of four years. It will be the duty of the Board of Trustees to renew the contract of the Superintendent



or to notify him in writing prior to the first of January in the last year of his incumbency, that his services will not be required for the next succeeding contractual term.

- (2) The compensation of the Superintendent will be fixed by the Board of Trustees at the time he is appointed and the terms thereof will be set forth in the contract for his services. By mutual consent the compensation of the Superintendent may be adjusted before the start of any school year.

b. Duties and Responsibilities

He will:

- (1) Be responsible for the overall operation and general administration of the District.
- (2) Prepare agenda for the meetings of the Board of Trustees.
- (3) Attend all meetings of the Board of Trustees except when his own salary or contract is being considered.
- (4) Prepare for approval of the Board of Trustees such rules and regulations as may be

required for the operation of the District.

- (5) Enforce the rules and regulations as adopted by the Board of Trustees.
- (6) Submit the annual budget for approval by the Board of Trustees.
- (7) Be responsible for accurate and complete records required by State law, the State Department of Education, or the Office of the County Superintendent of Schools. Provide for the proper accounting of any and all funds that come under the control of the Board of Trustees. Be responsible for the proper accounting of student attendance.
- (8) Nominate to the Board of Trustees, for election or recommend for dismissal, all employees of the District, both certificated and non-certificated.
- (9) Assign employees to all positions and direct, coordinate, and supervise their work in accordance with the policies and regulations established by State law and by the Board of Trustees.
- (10) Fill emergency vacancies with substitute

or temporary employees.

- (11) Recommend salary and wage schedules to the Board of Trustees and when such schedules are approved, put them into operation.
- (12) Write official correspondence as directed by the Board of Trustees.
- (13) Issue such administrative manuals as he may deem necessary for the effective administration of the District.
- (14) Be responsible for in-service professional improvement of teaching personnel.
- (15) Approve the appointment of all faculty committees.
- (16) Exercise general administrative supervision over instructional, student personnel, business and all related activities of the College.
- (17) Prepare such reports as are required by the Board of Trustees and State and local offices and file such reports on or before the dates they are due.
- (18) Assume responsibility for establishing and maintaining an adequate public relations

program.

- (19) In cooperation with the Board of Trustees and staff members, represent the District in the community by interpreting the junior college educational program to the public, to parents, organizations, the press, and other community agencies.
- (20) Direct the development of the building program for the District.
- (21) Recommend changes in site utilization and buildings and grounds to the Board of Trustees.
- (22) Delegate to subordinates any of the powers and duties of the Superintendent which may be delegated.
- (23) Have authority to exercise broad discretionary power within the framework of policy established by the Board of Trustees.
- (24) Represent the District as directed by the Board of Trustees, in its relationship with governmental agencies.
- (25) Attend professional meetings as approved by the Board of Trustees.
- (26) Perform any other duties assigned or

delegated by the Board of Trustees.

2.2 Director of Instruction

a. Selection

Subject to approval by the Board of Trustees, a Director of Instruction will be appointed by the Superintendent. He will serve as a line officer and will be directly responsible to the Superintendent.

b. Duties and Responsibilities

He will:

- (1) Be in charge of the College in the absence of the Superintendent.
- (2) Assist the Superintendent in selecting certificated personnel.
- (3) Prepare the master teaching schedule.
- (4) Be responsible for the development, interpretation, and revision of curriculums.
- (5) Direct, in conformity with the general District policy, the total educational program of the College.
- (6) Cooperate with the Superintendent in evaluating the services of certificated personnel in terms of retention or dismissal.
- (7) Frame objectives for the entire curriculum and for particular offerings and interpret

the curriculum and curriculum trends to the entire faculty, and to the Board of Trustees.

- (8) Make a continuous evaluation of the curriculum through supervised research, examinations, class contacts, and conferences with teachers and members of the administrative staff.
- (9) Prepare reports on teacher load, size of classes, records of transfer students, etc.
- (10) Coordinate the work of the Department Chairmen.
- (11) Have charge of preparation of examination schedules.
- (12) Prepare the College catalog and curricular bulletins.
- (13) Work with special subject matter committees as consultant and adviser.
- (14) Act as chairman of the Curriculum Committee, serve on the Administrative Council and on such other councils and committees as directed by the Superintendent.
- (15) Attend professional meetings as directed by the Superintendent.

- (16) Perform any other duties assigned or delegated by the Superintendent.

2.3 Director of Student Personnel and Coordinator of Counseling

a. Selection

Subject to approval by the Board of Trustees, a Director of Student Personnel, who will also serve as Coordinator of Counseling, will be appointed by the Superintendent. He will serve as a line officer and will be directly responsible to the Superintendent.

b. Duties and Responsibilities

He will:

- (1) Organize, coordinate, and supervise the total guidance and counseling program.
- (2) Be responsible for organizing and operating a program of student activities.
- (3) Supervise the work of the Coordinator of Admissions and Registration, the Coordinator of Student Activities and Dean of Men, the Dean of Women, and the Coordinator of Job Placement and Housing.
- (4) In cooperation with the Coordinator of Admissions and Registration and the Direc-

tor of Instruction, organize the pattern of program planning and registration for students.

- (5) Be responsible for the administration of the Attendance and Student Personnel Committees.
- (6) Interview students of the San Mateo Junior College District who apply for permission to attend another public junior college.
- (7) Serve as a member of the Curriculum Committee.
- (8) Assist the Superintendent in selecting all personnel concerned with the Student Counseling Program and be responsible for an in-service training program for such personnel.
- (9) Supervise the functioning of the psychological, health, and other special services for students, and referral of students to outside agencies.
- (10) Be responsible for authorizing student loans and foundation funds.
- (11) Be responsible for the organization of a Job Placement and Housing Service.

- (12) Be responsible for the organization of a College Orientation course to be conducted by a member of the counseling staff.
- (13) Supervise the staffing of an occupational information library.
- (14) Be responsible for the dissemination of information to students on scholarships offered by the College and outside organizations, and assemble necessary data for reviewing these scholarships.
- (15) Maintain a calendar of College activities.
- (16) Provide for the safety and protection of students through supervision of regular fire and emergency drills and the enforcement of District fire and Civil Defense policies.
- (17) Provide liaison between the faculty and the counseling staff and be responsible for the interpretation of the objectives of the counseling program to the faculty, students and general public.
- (18) Serve on the Administrative Council and such other councils and committees as directed by the Superintendent.

- (19) Attend professional meetings as directed by the Superintendent.
- (20) Issue permits to park on the Coyote Point Campus and in the restricted area on the Delaware Campus.
- (21) Perform any other duties assigned or delegated by the Superintendent.

2.4 Director of the Extended Day Division

a. Selection

Subject to approval by the Board of Trustees, a Director of the Extended Day Division, will be appointed by the Superintendent. He will be a line officer and will be directly responsible to the Superintendent.

b. Duties and Responsibilities

He will:

- (1) Be responsible for general supervision of the Extended Day program of the College District.
- (2) Study the educational needs of the community and, in cooperation with the Director of Instruction, recommend the program of Extended Day instruction.
- (3) Apply the criteria for the establishment

and maintenance of Extended Day classes approved by the Board of Trustees. Report regularly to the Superintendent on the status of classes under his jurisdiction.

- (4) Be responsible for the coordination of the Extended Day program with that of the Day College.
- (5) Assist the Superintendent in interpreting to the general community the District's Extended Day program.
- (6) Work directly with such community organizations and groups, advisory committees, representatives of business and industry, etc., as may confer with the College on its Extended Day program.
- (7) Be responsible for the selection and employment of Extended Day teachers and staff, subject to approval by the Superintendent.
- (8) Provide for the scheduling of classes and the assignment of rooms and other use of facilities for this division.
- (9) Have direct charge of the Extended Day

Office and coordinate the activities of its staff.

- (10) Prepare a budget, be responsible for the requisitioning of supplies, equipment and services, and for the coordination of other business matters with the Business Manager.
- (11) Serve on the Administrative Council and on such other councils and committees as directed by the Superintendent.
- (12) Attend professional meetings as directed by the Superintendent.
- (13) Perform any other duties assigned or delegated by the Superintendent.

2.5 Business Manager (Director)

a. Selection

Subject to approval by the Board of Trustees, a Business Manager will be appointed by the Superintendent. The Business Manager will serve as a line officer and will be directly responsible to the Superintendent.

b. Duties and Responsibilities

He will:

- (1) Under the direction of the Superintendent,

have charge of all financial and business activities of the District.

- (2) Set up and maintain an adequate accounting system and supervise the accounting of all District, student body, cafeteria, and other funds under control of the District.
- (3) Prepare financial reports for the Superintendent, Board of Trustees, State and local offices.
- (4) Have charge of the operation, maintenance, insurance and inventory of District properties, and approve transfer of property.
- (5) Have charge of the enforcement of District parking and traffic rules and regulations.
- (6) Have charge of the use of District facilities by community groups and organizations, and issue permits for such use. Administer the collection of fees or other established charges for such use.
- (7) Have charge of the transportation of students and other District personnel. Supervise all use of vehicles owned or chartered by the College District.
- (8) Direct the work of the Supervisor of Build-

ings and Grounds, and report the needs of the District for maintenance and operation of District facilities to the Superintendent.

- (9) Assist the Superintendent in the selection of non-certificated staff members.
- (10) Have administrative supervision over all non-certificated employees.
- (11) Collect all monies due the District and deposit same in the County Treasury.
- (12) Prepare the annual budget after conference with, and in cooperation with the Superintendent, Directors, Coordinators, and Department Chairmen.
- (13) Under the direction of the Superintendent, exercise financial control over the District budget.
- (14) Purchase supplies and equipment within the limits of the budget and in accordance with legal procedures.
- (15) Supervise the preparation of payroll warrants and warrants for payment of other expenditures.
- (16) Have general direction of the business

operation of the Student Store, which is under the direct supervision of the Student Store Manager and the Coordinator of Student Activities.

- (17) Supervise the operation of the Cafeteria.
- (18) Conduct business correspondence.
- (19) Serve on the Administrative Council and such other councils and committees as directed by the Superintendent.
- (20) Attend professional meetings as directed by the Superintendent.
- (21) Perform any other duties assigned or delegated by the Superintendent.

2.6 Director of Research

a. Selection

Subject to approval by the Board of Trustees, a Director of Research will be appointed by the Superintendent. He will serve as a staff officer and will be directly responsible to the Superintendent.

b. Duties and Responsibilities

He will:

- (1) Collect, analyze, and present data on subjects as required by the Superintendent.

- (2) Develop forms and methods by which pertinent data may be collected.
- (3) Analyze data collected by statistical or other research techniques so that significant facts are brought out and relationships identified.
- (4) Maintain systems of records so that past trends may be deduced and developments studied.
- (5) Summarize data in useable forms, such as graphs, statistical measures, maps or verbal reports.
- (6) Project trends discovered in the data so as to forecast probable future situations.
- (7) Provide liaison between the District and the Office of the San Mateo County Superintendent of Schools, the State Department of Education, and other agencies concerned with the collection and distribution of data relating to the College District.
- (8) Within the framework of plans approved by the Board of Trustees, and under the direction of the Superintendent, coordinate

programs for site acquisition and the planning and construction of College facilities.

- (9) Serve on the Administrative Council and such other councils and committees as directed by the Superintendent.
- (10) Attend professional meetings as directed by the Superintendent.
- (11) Perform any other duties assigned or delegated by the Superintendent.

2.7 Coordinator of College-Community Relations

a. Selection

Subject to approval by the Board of Trustees, a Coordinator of College-Community Relations will be appointed by the Superintendent. He will serve as a staff officer and will be directly responsible to the Superintendent.

b. Duties and Responsibilities

He will:

- (1) Be responsible for the planning and promulgation of a community relations program and for the writing and/or clearance of all publicity.
- (2) Represent the College in its community and

professional contacts.

- (3) Interpret the institution to those whom it is designed to serve.
- (4) Cooperate with the Superintendent in interpreting the College program to the high schools and the District.
- (5) Prepare and provide for the publication of reports as directed by the Superintendent.
- (6) Serve as chief adviser to the Patrons Association.
- (7) Attend professional meetings as directed by the Superintendent.
- (8) Perform any other duties assigned or delegated by the Superintendent.
- (9) Serve on the Administrative Council and such other councils and committees as directed by the Superintendent.

2.8 Coordinator of Vocational and Technical Education

a. Selection

Subject to approval by the Board of Trustees, a Coordinator of Vocational and Technical Education will be appointed by the Superintendent. He will be a staff officer and will be directly responsible to the Director of Instruction and to the Director

of Extended Day.

b. Duties and Responsibilities

He will:

- (1) Study the vocational and technical educational needs of the community and recommend a program of instruction to meet these needs.
- (2) Exercise immediate supervision of the programs of vocational and technical education.
- (3) Assist in maintaining a program of public relations which will develop community understanding and acceptance of the vocational and technical instructional program.
- (4) Coordinate the activities of vocational and technical advisory committees.
- (5) Assist in the selection and training of teachers.
- (6) Assist technical and vocational teachers in the formulation and improvement of courses of study, standards of instruction, and instructional materials.
- (7) Evaluate the program of vocational and technical instruction to determine the

extent to which it meets its objectives and formulate recommendations for improvement.

- (8) Work with counseling and guidance personnel in formulating materials, developing standards of selection for students and in accumulating and disseminating occupational information.
- (9) Cooperate in the placement and follow-up of students.
- (10) Compile and submit to the Superintendent for forwarding to the Bureau of Industrial Education, State Department of Education, or other such agency, such applications, reports, etc., as may be required.
- (11) Make studies, reports, and recommendations on vocational and technical programs as requested by the Superintendent.
- (12) Coordinate the programs in these areas of the Day School and Extended Day Division.
- (13) In cooperation with the Director of Research, be responsible for conducting a continuing survey of the needs of the community served by the College.

- (14) Serve on the Administrative Council and on such other councils and committees as directed by the Superintendent.
- (15) Attend professional meetings as directed by the Superintendent.
- (16) Perform any other duties assigned or delegated by the Superintendent, the Director of Instruction, or the Director of Extended Day.

2.9 Coordinator of Admissions and Registration

a. Selection

Subject to approval by the Board of Trustees, a Coordinator of Admissions and Registration will be appointed by the Superintendent. He will be a staff officer and will be directly responsible to the Director of Student Personnel.

b. Duties and Responsibilities

He will:

- (1) Have direct charge of the Registrar's Office and of student records of attendance and scholarship.
- (2) Be responsible for the accurate accounting of all student attendance.
- (3) Have charge of processing and making re-

ports for students on PL 346, 16, 634, and 550 programs and State programs under the Department of Veterans Affairs.

- (4) Prepare enrollment and attendance reports for local and state authorities.
- (5) Furnish to instructors and counselors information regarding students.
- (6) Maintain accurate permanent records of the scholastic standing of all students.
- (7) Issue transcripts of records, and make grade reports for all students.
- (8) Assist the Director of Student Personnel in the arrangements for registration of students in classes.
- (9) Check credentials of prospective graduates.
- (10) Serve on the Administrative Council, the Student Personnel and Attendance Committees, and such other councils and committees as directed by the Superintendent.
- (11) Check eligibility for participation in extra-curricular activities and inter-collegiate competition.
- (12) Verify and classify all addresses of out-

of-District students and prepare final bills for county tuition.

- (13) Prepare for the Superintendent's signature interdistrict attendance agreements with other California school districts operating a junior college and furnish lists of students to other districts.
- (14) Attend professional meetings as directed by the Superintendent.
- (15) Perform any other duties assigned or delegated by the Superintendent.

2.10 Coordinator of Student Activities and Dean of Men

a. Selection

Subject to approval by the Board of Trustees, a Coordinator of Student Activities and Dean of Men will be appointed by the Superintendent. He will be a staff officer and will be directly responsible to the Director of Student Personnel.

b. Duties and Responsibilities

He will:

- (1) Be responsible for the establishment and operation of a sound program of student activities.
- (2) Be responsible for and provide for super-

vision of social activities sponsored by student groups, either on or off campus.

- (3) Be adviser to the Student Council.
- (4) Be responsible for and provide for supervision of all student clubs and organizations.
- (5) Supervise student, class and club elections.
- (6) Be responsible for processing (including submission to the Judicial Council) campus club and association constitutions.
- (7) Be adviser to committees and boards affiliated with the Student Council, as needed.
- (8) Be responsible for the supervise the compilation of the proposed yearly budget of the Associated Students.
- (9) Assume responsibility for the proper functioning of the Associated Students' budget for each school year.
- (10) Originate requisitions for Associated Students' funds under his supervision.
- (11) Be responsible for the policies (except those affecting business operations) of the Associated Students Store.
- (12) Supervise college-centered social life of

men students and provide for the general welfare of men students, including conduct, social adjustment, and personal problems.

- (13) Administer the regulations for determining the eligibility of candidates for student body offices.
- (14) Serve as adviser to the Associated Men Students.
- (15) In cooperation with the Dean of Women, supervise the Student Union Room and cafeteria.
- (16) Be responsible for assembly programs.
- (17) Approve loans for men students.
- (18) Approve withdrawals of men students from College.
- (19) Maintain community contacts in the interest of men students.
- (20) Be responsible for the supervision of student conduct at athletic contests.
- (21) Be a member of the Student Personnel and Attendance Committees.
- (22) Maintain scheduled office hours.
- (23) Attend professional meetings as directed

by the Superintendent.

- (24) Perform any other duties assigned or delegated by the Superintendent or the Director of Student Personnel.

2.11 Dean of Women

a. Selection

Subject to approval by the Board of Trustees, a Dean of Women will be appointed by the Superintendent. She will be a staff officer and will be directly responsible to the Director of Student Personnel.

b. Duties and Responsibilities

- (1) In cooperation with the Coordinator of Student Activities plan and operate a sound program of student activities.
- (2) Supervise college-centered social life of women students and provide for the general welfare of women students, including conduct, social adjustment and personal problems.
- (3) As necessary, approve women candidates for extra-curricular activities and honors.
- (4) In cooperation with the Dean of Men,

supervise the Student Union Room and the cafeteria.

- (5) Approve loans for women students.
- (6) Approve withdrawal of women students from College.
- (7) Serve as co-adviser with the Dean of Men to the Executive Board of Student Government.
- (8) Be responsible for stimulation and supervision of campus clubs and organizations, as chief adviser to the Associated Clubs Cabinet.
- (9) Assume administrative responsibility for inter-collegiate activities for women.
- (10) Maintain community contacts in the interest of women students.
- (11) Be a member of the Student Personnel and Attendance Committees.
- (12) Maintain scheduled office hours.
- (13) Attend professional meetings as directed by the Superintendent.
- (14) Perform any other duties delegated by the Superintendent or the Director of

Student Personnel.

2.12 The Coordinator of Job Placement and Housing

a. Selection

A Coordinator of Job Placement and Housing will be appointed by the Superintendent, such appointment to be subject to confirmation by the Board of Trustees. He will be a staff officer and will be directly responsible to the Director of Student Personnel.

b. Duties and Responsibilities

He will:

- (1) Procure a list of housing accommodations for students who need to rent or to work for board and room.
- (2) Provide students with housing information through interview and correspondence.
- (3) Adjust difficulties which arise between householder and student.
- (4) Inspect housing listed for student occupancy.

- (5) Interview students in need of part-time or full-time employment.
- (6) Make contacts with employers who offer job opportunities to students.
- (7) Arrange interviews between employer and students.
- (8) Assist students in program planning and adjustment.
- (9) Under the supervision of Director of Student Personnel, maintain an occupational information library.
- (10) Assist students in making and planning for career choices.
- (11) Assist students in solving personal problems concerned with their employment or their need for housing.
- (12) Attend professional meetings as directed by the Superintendent.
- (13) Perform any other duties assigned or delegated by the Superintendent or the Director of Student Personnel.

2.13 Coordinator of Curriculum, Extended Day Division

a. Selection

Subject to approval by the Board of Trustees,

a Coordinator of Curriculum, Extended Day Division, will be appointed by the Superintendent. He will be a staff officer, directly responsible to the Director of the Extended Day Division.

b. Duties and Responsibilities

He will:

- (1) Organize, coordinate, evaluate, supervise, promote, and recommend revision of the Extended Day Division.
- (2) Work closely with Department Chairmen and instructors to improve the curricular offerings of the Extended Day Division.
- (3) Be responsible for general supervision of all facilities used by the Extended Day Division except those on the Coyote Point and Delaware Campuses.
- (4) Approve publicity releases for the Extended Day Division, communications to instructors, room assignments, schedule changes, field trip requests, and orders to the Associated Students Store.
- (5) Be responsible for the filing of teacher credentials in the Extended Day Division, the preparation of an Instructors' Hand-

book, the preparation of class schedules, the processing of additions or revisions of courses, the distribution of information, and liaison with instructor organizations.

(6) Represent the Extended Day Division on designated Advisory Committees.

(7) Perform any other duties assigned or delegated by the Director of Extended Day.

2.14 Coordinator of Registration and Counseling, Extended Day Division

a. Selection

Subject to approval by the Board of Trustees, a Coordinator of Registration and Counseling, Extended Day Division will be appointed by the Superintendent. He will be a staff officer and will be directly responsible to the Director of Extended Day Division.

b. Duties and Responsibilities

He will:

- (1) Establish, supervise, and operate registration and counseling procedures in the Extended Day Division.
- (2) Work closely with the Coordinator of Ad-

missions and Registration, the counseling staff of the Day Program, and the I. B. M. office.

- (3) Supervise Extended Day student activities and approve all communications with Extended Day students.
- (4) Approve credit determinations in the Extended Day Division.
- (5) Supervise the processing of student records, graduation eligibility, evaluation of transcripts, testing, and counseling services within the Extended Day Division.
- (6) Perform any other duties assigned or delegated by the Superintendent or by the Director of the Extended Day Division.

2.15 Supervisor of Buildings and Grounds

a. Selection

Subject to approval by the Board of Trustees, a Supervisor of Buildings and Grounds will be appointed by the Superintendent. He will be directly responsible to the Business Manager.

b. Duties and Responsibilities

He will:

- (1) Have general charge of the operation and

maintenance of District buildings and grounds which will include responsibility for the satisfactory operation and maintenance of heating and ventilating plants, and all other mechanical equipment.

- (2) Have charge of improvements, repairs, alterations, and replacement of buildings, grounds, and equipment as authorized by order approved by the Business Manager.
- (3) Supervise the work of carpenters, painters, plumbers, electricians, custodians, gardeners, matrons, and other maintenance employees. He will, with the approval of the Superintendent and the Business Manager, be responsible for the employment of persons in his department.
- (4) Perform any other duties assigned or delegated by the Superintendent or the Business Manager.

2.16 Department Chairmen

a. Selection

Subject to approval by the Board of Trustees, Department Chairmen will be appointed by the Superintendent. They will serve as line officers and

will be directly responsible to the Director of Instruction.

b. Duties and Responsibilities

They will:

- (1) Promote, organize, develop, coordinate, evaluate, and recommend revision of the instructional programs of their departments.
- (2) Assist the Director of Instruction and the Superintendent in selecting new faculty members.
- (3) Develop with the Director of Instruction recommendations for staff changes and additions within respective departments.
- (4) Assist new faculty members to evaluate their teaching performances in conjunction with the Director of Instruction and the Superintendent.
- (5) Develop with the Director of Instruction the schedule of classes.
- (6) Recommend to the Director of Instruction teacher and room assignments.
- (7) Evaluate and equalize teaching loads within their departments.

- (8) Consult with the Librarian concerning the ordering of books, periodicals, and records; the preparation of lists of titles for reserve circulation; the use of the Library; and the disposition of obsolescent books.
- (9) Provide the Director of Instruction and the Superintendent with lists of the texts to be used within the respective departments.
- (10) Recommend to the Director of Instruction and the Curriculum Committee curricular changes for their departments.
- (11) Recommend to the Director of Instruction any needed repairs or maintenance work, and the purchase of equipment and supplies.
- (12) Assist the Director of Research in the planning for new construction.
- (13) Assist the Director of Student Personnel in interpreting curricular offerings to high school students.
- (14) Perform any other duties assigned or delegated by the Superintendent.

2.17 Librarian

a. Selection

Subject to approval by the Board of Trustees, a Librarian will be appointed by the Superintendent. The Librarian will have the status of a Department Chairman and will be directly responsible to the Director of Instruction.

b. Duties and Responsibilities

He will:

- (1) Supervise the program and operation of the College Library, and direct the assistant librarians and other library employees.
- (2) Cooperate with the Director of Instruction and the Chairmen of Departments to promote the fullest use of the resources of the Library.
- (3) Coordinate and submit to the Director of Instruction for inclusion in the annual budget, requests for funds for library books, materials, and supplies.
- (4) Prepare and submit to the Director of Instruction for inclusion in the annual budget, requests for repairs or alterations to the Library. Requests for

emergency services or repairs will be made directly to the Business Office.

- (5) Handle correspondence concerning the Library, provide research and consultative services for the Faculty, and make periodic reports on Library use to the Superintendent.
- (6) Attend meetings of Department Chairmen.
- (7) Encourage staff participation in the meetings and activities of professional library organizations and of junior college associations.
- (8) Coordinate the purchase of books and other library materials. Items requested by instructors will be approved by the Department Chairmen and then forwarded to the Librarian.
- (9) Notify faculty members of the receipt of new Library items.
- (10) Evaluate and acknowledge gifts to the Library.
- (11) Perform any other duties assigned or delegated by the Superintendent.

2.18 Administrative Council

The Superintendent will be empowered to create an Administrative Council to assist him in the solution of administrative problems and in the formulation of educational policies.

Personnel of the Council will include the following:

The Superintendent as Chairman.

The Director of Instruction, Student Personnel, Extended Day, Research, and the Business Manager.

The Coordinator of Vocational and Technical Education, Admissions and Registration, and College-Community Relations.

Any other administrative officer appointed by the Superintendent.

Other staff members will be invited to attend all or parts of meetings when matters concerning them are under consideration.

CHAPTER III

CERTIFICATED PERSONNEL

The policies in this chapter will apply to all certificated personnel, except that instructors employed on an hourly basis in the Extended Day (Adult) Division, will follow the policies set forth in Section 3.19.

3.1 Employment

a. Procedure

- (1) The Department Chairman and the Director of Instruction will determine the need for certificated personnel to fill vacancies or to meet changing enrollments or changing demands within each area of instruction.
- (2) The Director of Instruction will communicate with the placement officers of colleges and universities specifying the education and/or experience required for the positions to be filled.
- (3) The Department Chairmen, the Director of Instruction, and the Superintendent will interview applicants and will select

the best qualified candidate or candidates within each area of instruction.

- (4) The Superintendent will make the nominations to the Board of Trustees who will make the official appointments.
- (5) Written notice of election will be given to all nominees as soon as possible after the Board of Trustees acts. Any certificated person who fails to file written acceptance within twenty days after notification will be deemed to have declined the offer.

b. Preliminary Requirements

Prior to assuming their duties, all certificated employees will meet the following requirements.

- (1) File valid credential with the County Superintendent of Schools.
- (2) File Oath of Allegiance with the County Superintendent of Schools.
- (3) Submit a report of negative chest X-ray (these may be secured from County Health Clinic or mobile unit).

3.2 Classification

a. Regular Employee

A regular appointment as an instructor is one in which the appointee possesses all the qualifications required for the particular position and the appointment is expected to continue indefinitely, subject to termination for cause.

During the first three years of employment a regular certificated employee will be classified probationary. Upon election for the fourth consecutive year, a certificated person will gain tenure status as an instructor.

b. Substitute Employee

A substitute instructor is one who is employed in a position requiring certification, to fill the position of a regular employee who is absent from service.

3.3 Supervision, Retention, and Tenure

Immediate supervision of an instructor will be the responsibility of the Department Chairman, who will visit the classes of, and hold conferences with, each probationary instructor in his department often enough to determine his evaluation of the work.

The Director of Instruction will visit classes of, and hold conferences with, each probationary instructor often enough to be in a position to make to the Superintendent his recommendation as to retention or release of such an instructor, along with the recommendation of the Department Chairman.

Throughout the probation period supervision will be conducted in a constructive manner designed to help the probationary instructor realize his highest potential.

A probationary instructor will be retained only if the Superintendent reports to the Board of Trustees that the instructor has demonstrated conclusively that he has reached a level of professional competence which justifies tenure status.

An instructor will acquire tenure upon election for the fourth consecutive year.

3.4 Duties and Responsibilities

a. Instructors

The duties of instructors will be as follows:

- (1) Teach classes assigned by the Department Chairman and the Director of Instruction.

- (2) Prepare, and file with the Director of Instruction, curriculum guides for new or altered courses or follow guides for courses already established in the program.
- (3) File with the Department Chairman a list showing the author, title, publisher, and date of publication of all texts and required reading or workbooks which students must purchase.
- (4) File with the Department Chairman a bibliography of library books to be used in each course.
- (5) Prepare requests for instructional material, such as books, maps, audio-visual aids and supplies, for the annual budget. Such requests will be submitted to the Department Chairman.
- (6) Prepare requests for the purchase of new library books and materials as needed. Such requests will be submitted to the Department Chairman.
- (7) Prepare requests for repairs and alterations for the annual budget. Such re-

quests will be submitted to the Department Chairman. (Requests for emergency services or repairs will be made directly to the Business Office, the Department Chairman to be notified.)

- (8) Report attendance and grades as prescribed by the Coordinator of Admissions and Registration.
- (9) Attend department meetings called by the Department Chairman and faculty meetings called by the Superintendent.
- (10) Be on campus, in classrooms, laboratories, library, or office for not less than twenty-five hours a week. Maintain a minimum of two scheduled hours on campus each school day.
- (11) Maintain office hours as posted on office door and as filed in the Office of the Superintendent.
- (12) Arrive at the classroom prior to the scheduled class time.
- (13) Cooperate with students and sponsors in the promotion of extra-curricular activities.

b. Assistant Librarians

The duties of assistant librarians will be as follows:

- (1) Comply with such of the duties of instructors as may be appropriate to their assignment, and such other duties as may be assigned by the Head Librarian.
- (2) Participate in professional activities of library organizations and junior college associations.

c. Counselors

It will be the duty of counselors assigned to advise students who are undecided as to major to help them define an appropriate goal.

Counselors assigned as specialists in a subject matter field or major will plan a long-range program which fits the ability and objectives of the counselee.

Additional duties of counselors will be as follows:

- (1) Participate in the preregistration counseling program as directed.
- (2) Approve semester registrations and program changes.

- (3) Hold a conference with each counselee who applies for withdrawal from school.
- (4) Counsel each student who comes for help with an educational, vocational, or personal problem.
- (5) Inform instructors at the beginning of each semester of any significant facts about a counselee when, in the counselor's opinion, to do so is in the best interest of all concerned.
- (6) Keep cumulative counseling records on each counselee.
- (7) Study the needs, interests, abilities, achievements, and personality of each counselee.
- (8) Give counselees information about themselves.
- (9) Diagnose special cases through special tests given by the Testing Service.
- (10) Analyze achievement records of counselees periodically and counsel those whose records indicate a need for it.
- (11) Make recommendations for services of a clinical psychologist when deemed advis-

able.

- (12) Teach a limited schedule of classes.
- (13) Maintain regular office hours, as listed on his office door and as filed in the Office of the Superintendent.

d. Nurse

The duties of the nurse will be as follows:

- (1) Be responsible for establishing and maintaining health service for all students.
- (2) Cooperate with the Hygiene and Physical Education Departments (Men and Women) in developing a sound program of health education for all students.
- (3) Be responsible for making and transmitting to counselors health records for all students having special health and/or physical problems.
- (4) Periodically check health conditions of the College and submit recommendation for improvements to the Superintendent.
- (5) Perform routine health check of students.
- (6) Administer first aid within limits allowed by State law.

- (7) Arrange for physical examination when recommended by counselor or faculty member.
- (8) Assist in counseling students having health problems.
- (9) Maintain regularly scheduled office hours which will be posted on office door and filed in the Office of the Superintendent.
- (10) Instruct classes in the nursing program as assigned.

3.5 Other Requirements of Certificated Personnel

Have a chest X-ray annually (these may be secured from County Health Clinic or mobile unit).

Serve on such committees for the betterment of the College as may be established by the administration.

3.6 Instructor Load

A full-time load for an instructor will be fifteen lecture or equivalent hours per week. For the purpose of computing load, three hours of laboratory will be the equivalent of two hours lecture.

Additional hours will be scheduled for conference to make a total of twenty-five hours per week on campus.

3.7 Professional Improvement

Each instructor will report at the end of each college year a minimum of ten Professional Improvement Units, four of the ten to be earned at the initial September Faculty Meeting and the remaining six to be earned by attendance at conferences and meetings chosen from a list drawn up by the Faculty Association's Professional Improvement Committee and approved by the Superintendent. A list of approved meetings is included as Appendix J.

3.8 Salary Schedule

The present salary schedules for certificated personnel are included as Appendix A.

3.9 Pay Period

Pay periods will be by the calendar month for certificated employees, with warrants normally issued on the last day of the month, payable on the first day of the succeeding month.

For persons hired for the school year 1955-56 or after, the pay year will be from October 1 to September 1 of the succeeding year. For persons hired prior to that time, the pay year will be from August 1 to July 1 of the succeeding year.

3.10 Payroll Deductions

a. Federal Income Tax

Federal income tax will be withheld on the basis of information furnished by the employee on Form W-4.

b. Retirement Fund

- (1) All certificated employees will be required to participate in the California State Teachers Retirement System.
- (2) Deductions will be made at rates determined by the Retirement System.
- (3) Deductions will be made for the actual months of active employment.

c. Insurance

When authorized by the employee, deductions will be made for insurance premiums under the insurance programs approved by the Board of Trustees.

3.11 Vacations and Holidays

Vacations for certificated personnel will be governed by the terms of the contract and the individual assignment.

No certificated person will leave for summer vacation without first clearing all records as indicated on the annual checkout form.

All teaching personnel on a ten-month contract

will be subject to recall for duty three days prior to the opening of school each year.

Certificated personnel will be granted such holidays as are designated by the Board of Trustees.

3.12 Leaves of Absence

a. Sick Leave

Ten days sick leave with full salary will be granted each full-time certificated employee for each school year. Such leave is available on the first day of each school year.

(1) An instructor will notify his Department Chairman of illness before seven o'clock of the morning he will be absent, if possible. If this is not possible, he will advise the Director of Instruction at eight o'clock.

(2) Any unused portion of this ten day sick leave will be cumulative indefinitely; however, unused cumulative sick leave will be cancelled when employment with the District is terminated, and will not be compensated for in terminal pay.

(3) A Certificate of Illness will be signed by any person absent because of illness,

and a statement from a physician may be required at the discretion of the Superintendent.

- (4) An employee, when on leave of absence, except sick leave, will maintain any prior sick leave rights which may have accumulated, but will not accumulate any additional sick leave during the period of leave.
- (5) In case of injury on the job, the District will pay the difference between the State Workmen's Compensation and employee's regular rate of pay for the days of sick leave accumulated.
- (6) Deductions for any person placed under quarantine will be made on the same basis as if the employee were ill.
- (7) If absence extends beyond the number of days of accumulated leave, the certificated employee will be paid the difference between his salary and that paid the substitute for a period not to exceed five months.

b. Illness of Family Member

Subject to the approval of the Superintendent, an employee may be granted two days leave without loss of pay in the event of a serious illness of a member of his immediate family, such time to be deducted from the employee's regular sick leave.

c. Bereavement Leave

Bereavement leave up to three days will be granted without loss of pay in the event of death in the immediate family of an employee.

(1) Immediate family is interpreted to mean the husband, wife, child, father, mother, sister or brother, or any relative living in the immediate household of the employee.

(2) Bereavement leave of two days will be granted without loss of pay in the event of the death of one of the following members of an employee's family: Mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or the sister or brother of the mother, father, mother-in-law, or father-in-law.

d. Personal or Business Reasons

A certificated employee who is absent for his personal benefit will be subject to a deduction of a full day's salary for each day's absence. (A day's salary will be determined by dividing the annual salary by the total of the number of teaching days, institute days, and registration days in a school year, as established by the school calendar.) Advance approval of such absence must be secured through his Department Chairman.

e. Maternity Leave

The Board of Trustees will grant a maternity leave without pay to any permanent employee. Such leave will be for a period not to exceed two full years, and may be renewed upon the recommendation of the Superintendent.

f. Required Court Appearance

No deductions will be made for any certificated employee ordered to appear in court as a witness (Personal business excluded).

g. Sabbatical Leave

Sabbatical leaves may be granted to certificated personnel, under provisions of State law, for the purpose of permitting study or travel which will

benefit the District, the student, and the instructor. It is understood that such leave is not granted as a reward for work already performed, but rather as a means of preparing for improved service in the future.

- (1) Any certificated employee who has satisfactorily completed a sequence of seven full years of service will be eligible to apply for such leave. Leaves authorized by the State Education Code will not interrupt the seven-year sequence.
- (2) The applicant will agree to serve the District for at least two years following completion of the leave.
- (3) Applications will be on forms provided by the Superintendent and must be filed by March 1 of the college year preceding that for which leave is desired. The Superintendent will review all applications and recommend action to the Board of Trustees.
- (4) If the sabbatical leave is for the purpose of study, a planned program of courses or a special project will be

submitted for approval by the Superintendent and the Board of Trustees. Transcripts or other evidence of completion of the planned program of study will be submitted to the Superintendent within sixty days of the employee's return to duty.

- (5) Sabbatical leave which is for the purpose of travel will normally be approved only if the proposed program incorporates a plan of study in connection with the travel. Applicants will submit a detailed itinerary and program, with a statement of the objectives of the plan. The employee will remain in travel status (including time spent in study) at least four months for each semester of leave granted. A written report will be submitted to the Superintendent within sixty days of the employee's return to duty.
- (6) Sabbatical leave will be granted for one full semester or two full consecutive semesters only. Leave will not be granted

for a fractional part of a semester.

- (7) The number of employees on sabbatical leave during one semester will not exceed three per cent of the total certificated staff unless the Board of Trustees rules that it is in the interest of the District for a larger number to be on leave.
- (8) Time on sabbatical leave will count toward retirement, and retirement contributions will be collected for such periods.
- (9) Time on sabbatical leave will count as regular service and will not interrupt the employee's progress on the salary schedule.
- (10) While on sabbatical leave, an employee will receive fifty per cent of the salary he would have received if he had been in regular service.
- (11) Salary for sabbatical leave may be paid in the same manner as if the employee were currently teaching, upon the furnishing of a suitable bond indemnifying the District against loss in the event

the employee fails to render at least two years' service after return from leave of absence.

- (12) Applicants who do not desire to furnish such bond will be paid for the leave in two equal annual installments as follows: the first at the end of the first year following return to duty and the second at the end of the second year.

- (13) Upon return to service, an employee will be reinstated in the position held at the time leave was granted, or in a comparable position, unless he agrees otherwise.

h. Attendance at Conferences

With the approval of the Superintendent, a Department Chairman may authorize attendance at conferences, special meetings, or any other temporary change of assignment in the performance of school duties. Such change will not constitute absence from teaching service.

i. Military Leave

Any certificated employee who enters active military service, the Merchant Marine, or full-time Red Cross during a national emergency or war in

which the United States is involved, will be granted a leave of absence without pay.

Within six months after being released from active duty, he will be entitled to return to the position held by him at the time of entrance into the service at the salary to which he would have been entitled had he been in the continuous employment of the District.

J. Exchange Teaching

Upon the recommendation of the Superintendent and approval by the Board of Trustees a leave of absence of not more than two consecutive semesters may be granted for exchange teaching.

- (1) The applicant will agree to return to the service of the District for at least two years upon completion of the exchange teaching assignment.
- (2) An employee will be paid his regular salary while engaged in an exchange teaching position, and will be reinstated in his former, or comparable, position upon return to the District.

3.13 Retirement

No instructor will be offered a contract after reaching age 65 except upon the recommendation of the Superintendent, and the approval of the Board of Trustees.

3.14 Resignations

Resignations will be submitted to the Board of Trustees through the Superintendent. The Board of Trustees will accept the resignation of any employee and will fix the time when the resignation is to take effect. Such time may not be later than the close of the school year during which the resignation has been received by the Board of Trustees.

3.15 Substitute Instructors

The Chairmen of Departments will file with the Director of Instruction lists of certificated persons who are qualified to serve as substitute instructors in the courses offered in their respective departments. Insofar as possible, a competent substitute will be employed to handle all or as much of an absent instructor's load as the substitute is qualified to teach.

3.16 Appearances Before the Board of Trustees

Certificated employees desiring to appear before the Board of Trustees will apply through the Superintendent, who will make necessary arrangements for such appearances.

3.17 Outside Employment

No certificated employee of the District will engage in any outside employment which will in any way interfere with his ability to carry out his assignment. Permission of the Superintendent must be obtained before an employee accepts outside employment during any period when he is on duty with the College.

No employee will teach more than six hours per week in the Extended Day Division in addition to a full-time day schedule.

3.18 Civil Rights of Employees

The Board of Trustees recognizes the right of any employee of the District to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on the employee's own time and off the premises of the District. The employee will exercise reasonable care to show that he is acting in his capacity as a private citizen.

3.19 Certificated Personnel Employed on an Hourly Basis
in the Extended Day (Adult) Division

a. Employment

- (1) The Director of the Extended Day Division will determine the need for certificated personnel to fill vacancies or to meet changing enrollments and changing demands within the areas of instruction.
- (2) The Director of the Extended Day Division will get in touch with the available sources of personnel specifying the training and/or experience required for the positions to be filled.
- (3) The Director of the Extended Day Division will interview applicants and present recommendations to the Superintendent.
- (4) The Superintendent will submit nominations to the Board of Trustees who will make the formal appointments.
- (5) Prior to assuming their duties, all certificated employees must meet the following requirements:

- (a) File with the County Superintendent of Schools a valid

credential which is appropriate
for the course to be offered.

- (b) File an Oath of Allegiance with
the County Superintendent of Schools.

b. Supervision and Retention

- (1) Supervision of instructors will be the responsibility of the Director of the Extended Day Division and designated certificated staff members.
- (2) Rehiring of instructors will be the responsibility of the Director of the Extended Day Division.

c. Relation to Department Chairmen

- (1) Liaison with the Department Chairmen of the day program will be maintained through the Director of the Extended Day Division.

d. Counselors

Counseling appropriate to the Extended Day Division will be conducted by the Extended Day Division staff as time available permits. Additional counselors will be employed on an hourly basis for the necessary period at the beginning of each semester.

e. Duties and Responsibilities of Instructors

The duties of instructors will be as follows:

- (1) Teach classes assigned by the Director of Extended Day Division.
- (2) Prepare, and file with the Director of Extended Day Division, curriculum guides for new or altered courses or follow guides for courses already established in the program.
- (3) File with the Director of the Extended Day Division and the Librarian the author, title, publisher, and date of publication of each textbook used in each course.
- (4) File with the Director of the Extended Day Division and the Librarian a bibliography of reference books to be used in each course.
- (5) Prepare requests to be included in the annual budget for instructional materials, including books, maps, visual aids, and supplied. Such requests will be submitted to the Director of the Extended Day Division.

- (6) Prepare requests for repairs and alterations. Such requests will be submitted to the Director of the Extended Day Division for consideration and possible inclusion in the annual budget.
- (7) Report attendance and grades as prescribed by the Director of the Extended Day Division.
- (8) Attend Extended Day Faculty meetings called by the Director of the Extended Day Division or by the Superintendent.
- (9) Promote self-improvement through a planned in-service training program such as additional work in fields of instruction at a college or university, or through attendance at meetings of professional groups.
- (10) Prepare requests for the purchase of new library books and materials as needed. Such requests will be submitted to the Director of the Extended Day Division.

d. Salary Schedule

The salary schedules for certificated personnel on an hourly basis are included as Appendix B.

e. Pay Period

Pay periods will be from the 15th to the 15th of each month, with warrants issued and payable on the first day of the succeeding month.

f. Payroll Deductions

(1) Federal Income Tax

Federal Income tax will be withheld on the basis of information furnished by the employee on Form W-4.

(2) Retirement Fund

All certificated employees will be required to participate in the California State Teachers Retirement System.

(a) Deductions will be based on sex and age at the date of entry into the system.

(b) Deductions will be made during the actual months of active employment.

CHAPTER IV

NON-CERTIFICATED EMPLOYEES

4.1 Employment

Applicants for non-certificated positions will be recommended by the immediate supervisor in whose department employment is sought. Before actual employment, the applicant will be interviewed by the Business Manager who will submit the application, with the recommendations of the immediate supervisor, to the Superintendent. The Superintendent will recommend the appointment of all non-certificated employees to the Board of Trustees.

Prior to starting work, all non-certificated employees will meet the following requirements:

- (1) File Oath of Allegiance with the Business Office.
- (2) File fingerprint certificate with the Business Office (Fingerprint cards may be secured at the local Police Department or College Business Office).
- (3) Submit a report of negative chest X-ray (Such X-ray will be required annually of every employee and may be secured

from County Health Clinic or mobile unit).

4.2 Supervision

General supervision of the clerical and buildings and grounds staffs will be the responsibility of the Business Manager.

Immediate supervision of the clerical staff will be the responsibility of the administrative officer in the office concerned.

Immediate supervision of the buildings and grounds staff will be the responsibility of the Supervisor of Buildings and Grounds.

4.3 Duties and Responsibilities

Assignment of the duties and responsibilities of the non-certificated staff will be the direct responsibility of the immediate supervisor.

4.4 Salary Schedule

The present non-certificated employee's salary schedules, including the overtime schedule, are included as Appendices E and F.

4.5 Pay Period

Pay periods will be by the calendar month for regularly employed non-certificated employees, with warrants issued on the last day of the month, payable on the first day of the succeeding month.

The pay period for employees on an hourly pay scale and the overtime pay period end on the 15th of each calendar month with warrants issued on the last day of that month, payable on the first day of the succeeding month.

4.6 Payroll Deductions

a. Federal Income Tax

Federal income tax will be withheld on the basis of information furnished by the employee on Form W-4.

b. Retirement Fund

Permanent employees (after six consecutive months employment) will be required to participate in the State Employees Retirement System. Deductions will be made at rates determined by the Retirement System. Immediate participation may be elected by an employee.

c. Health Insurance

Medical and hospital services under Hospital Service of California (Blue Cross) for the employed person will be paid by the District. Payroll deduction for family members to be covered under Blue Cross will be made when authorized by the employee.

4.7 Work Week and Overtime

a. Clerical Employees

The work week for clerical employees will be 37 1/2 hours (exclusive of lunch hours).

Authorized overtime will be paid in accordance with rates established by the Board of Trustees.

Overtime will be requested on a "Request for Order" form by the Administrative Officer in charge of the office concerned, and will be subject to the approval of the Superintendent. Such requests will be forwarded to the Business Manager.

b. Buildings and Grounds Employees

The work week for buildings and grounds employees will be 40 hours (exclusive of lunch hours).

Authorized overtime will be paid in accordance with rates established by the Board of Trustees. Overtime will be requested on "Request for Order" by the Supervisor of Buildings and Grounds, and will be subject to the approval of the Business Manager.

4.8 Vacations

Each full-time employee will be granted ten working days vacation with pay after each fiscal year of employment (or fraction thereof as given

in the table below). After five years of service, 15 working days vacation with pay will be granted per fiscal year.

Each regular part-time employee will be granted the prorated vacation time based on that he would receive as a full time employee.

Vacation time will be taken prior to December 31st of the year immediately following the fiscal year during which it was earned. No one will be entitled to more than his regular vacation period in any one fiscal year. The time during which employees will be granted vacations will be at the discretion of their immediate supervisor who will refer the request to the Business Manager for action. The needs of the District will govern the scheduling of vacations.

Vacation time cannot be granted in advance of being earned. Vacation time may be earned in accordance with the following work schedule.

During the first fiscal year of employment:

<u>Months Worked</u>	<u>Vacation Earned</u> (Working Days)
First six months	0 days
Seven months	6 days

<u>Months Worked</u>	<u>Vacation Earned</u> (Working Days)
Eight months	7 days
Nine months	7 1/2 days
Ten months	8 days
Eleven months	9 days
Twelve months	10 days

After the first fiscal year of employment, 5/6 of a day for each month of service.

After fifth fiscal year of employment 1 1/4 days for each month of service.

When an employee who has served the District for more than one year, but less than five years, leaves the service of the District, he will be paid accrued vacation pay at the rate of 5/6 of a day per month of service during the current fiscal year.

When an employee who has served the District for more than five years leaves the service of the District, he will be paid accrued vacation pay at the rate of 1 1/4 days per month of service during the current fiscal year.

4.9 Leaves of Absence

Requests for leave of absence will be approved by an employee's immediate supervisor and then referred to the Business Manager for action.

a. Sick Leave

Ten days sick leave with full salary will be granted each full-time non-certificated employee for each school year of service. An employee is eligible for such leave on the first day of each school year. Quarantine will be considered as illness.

Any unused portion of this sick leave will be cumulative indefinitely: However, unused cumulative sick leave will be cancelled when employment with the District is terminated, and will not be compensated for in terminal pay.

An employee, when on leave of absence, except sick leave, will maintain any prior sick leave rights which may have accumulated, but will not accumulate any additional sick leave during the period of absence.

A statement from a physician certifying to the illness or injury may be required at the discretion of the Superintendent.

In case of injury on the job, the District will pay the difference between the State Workmen's Compensation and the employee's regular rate of pay for the days of sick leave accumulated.

b. Illness of Family Member

Subject to the approval of the Superintendent, an employee may be granted two days leave without loss of pay in the event of serious illness of a member of his immediate family, and such time will be deducted from the employee's regular sick leave allowance.

Immediate family will be interpreted to mean the husband, wife, child, father, mother, sister, or brother of the employee, or any relative living in the immediate household of the employee.

c. Other Leaves of Absence

Leave of absence of three days will be granted without loss of pay in the event of death in the immediate family of an employee.

Immediate family will be interpreted to mean the husband, wife, child, father, mother, sister, or brother of the employee, or any relative living in the immediate household of the employee.

Leave of absence of two days will be granted without loss of pay in the event of the death of one of the following members of an employee's family: Mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law,

or the sister or brother of the mother, father, mother-in-law or father-in-law. Such leave will be deducted from the employee's accumulated sick leave allowance.

d. Personal or Business Reasons

A non-certificated employee who is absent for his personal benefit will receive a deduction of 1/260 of his yearly salary for each day's absence. Advance approval for such absence will be secured through the immediate supervisor, who will notify the Business Manager.

e. Required Court Appearance

No deductions will be made for any employee ordered to appear in court as a witness (personal business excluded).

f. Military or National Emergency Leave

Any non-certificated employee who enters active military service, the Merchant Marine, or full-time Red Cross service during a National emergency or war in which the United States is involved, will be granted a leave of absence without pay.

Within six months after being released from active duty, he will be entitled to return to the position held by him at the time of entrance into

the service at the salary to which he would have been entitled had he been in the continuous employment of the District.

4.10 Retirement

All non-certificated employees will retire from service with the District at the end of the month during which they reach the age of 70.

All non-certificated employees are members of the State Employees Retirement System and are entitled to the rights and privileges provided by State law.

4.11 Civil Rights of Employees

The Board of Trustees recognizes the right and privilege of any employee of the District to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on the employee's own time and off the premises of the District. The employee will exercise reasonable care to show that he is acting in his own capacity as a private citizen.

CHAPTER V

STUDENT PERSONNEL

5.1 Admission, Registration and Withdrawal

a. Requirements for Admission

Any person applying for admission to the College of San Mateo will qualify under one of the following:

- (1) Be a graduate of a high school.
- (2) Be over 18 years of age and, in the opinion of the Superintendent, capable of profiting from the instruction offered. If a student who has been disqualified by another college is allowed to enter, he will be on probationary status.
- (3) Be a veteran who has served at least 90 days during a war or National emergency.

b. Requirements to be Met Before a Student Registers

(1) Regular Student

A regular student will be defined as one who takes more than 8 units in any one semester.

Every regular student will comply with the following:

- (a) File a formal application for admission.

(b) File two copies of his high school transcript and/or previous college transcript or transcripts.

(c) Take the preliminary examinations.

The above requirements must be met by a student before he will be given an appointment for registration.

A student who presents himself on the last day (or days) for registration or later without having filed an application and transcripts will go to the Office of Admissions to apply for admission, and will make arrangements to comply with the above requirements.

Since the preliminary examinations are repeated during registration days and during the first two weeks of college, a late regular student permitted to register will be required to take the tests and present transcripts within two weeks on penalty of having his registration cancelled.

(2) Special Student

A special student will be defined as one who takes 8 units or less in any one semester

Such a student may be exempted from physical education and from the formal entrance procedures as defined in part b. (1) above.

c. Time of Registration

(1) Regular registration

- (a) There will be a fall registration of two or three weeks prior to the opening of school in September, registration to take place during both day and evening hours.
- (b) There will be a spring registration from December 1 until the week before finals, plus a day immediately before the opening of the spring semester.
- (c) Registration without appointment will be permitted on the final day (or days) of registration.
- (d) The bookstore will be open during the August registration period.

(2) Late registration

Registration will be closed for regular students at the end of the second week of school. Exceptional cases will be referred to the Registrar. A special

student may be permitted to register at any time for such classes as are open to him.

d. Change of Program

- (1) After a student completes his registration, he may not change his program until classes start.
- (2) A regular student may not add new classes after Friday of the second week of school, with the exception that, if he drops a class, the counselor may arrange with the Department Chairman or Director of Student Personnel for the student to add a course of lower level in the same subject. (Example: Drop Chemistry 1a and add Chemistry 51.) Counselors will consider exceptional cases, but will not approve the addition of a class without the permission of the Department Chairman or the Director of Student Personnel.
- (3) If a student drops a course in which he is failing on or before Friday of the week following the first midterm examination, he will receive a W (withdrawal)

for the course. If he drops such a course after this date, he will receive an F. (See Item 2, Withdrawals and Leave of absence below.)

e. Withdrawals and Leaves of Absence

- (1) A student who withdraws from school before the end of a semester will be required to take out a written leave of absence. Failure to do so will result in the following notation on his permanent record card: "Dropped for non-attendance".
- (2) A student who withdraws from school after the deadline for dropping courses without penalty will be given an F in any course in which he is failing. This rule will apply whether or not the student takes out formal leave of absence.
- (3) A student will be dropped if he registers in a class and fails to appear during the first two weeks of school for as many times as the class meets in a week plus one.

5.2 Records

a. Scholastic

- (1) Grades for each student will be posted in the instructor's Class Register.
- (2) At the close of each mid-term period, and at the end of each semester, grades will be forwarded to the Office of the Registrar on I. B. M. grade cards. This office will send written notice of all D and F grades each mid-term period, and a complete listing of all grades at the end of the semester, to each student and his counselor.
- (3) Final grades will be posted on the student's permanent record after each semester.
- (4) Class Registers will be forwarded to the Office of the Registrar at the close of each semester and will be bound for permanent record.

b. Counseling

Each student's counseling record will be kept by the individual counselor. If a student changes his major, his records will be forwarded to the

Office of Student Personnel for re-assignment of counselor.

5.3 Attendance

Daily attendance will be kept by the individual instructor in his Class Register.

Cumulative attendance for each student will be forwarded to the Attendance Clerk monthly on I. B. M. cards.

Any student who knows that he will be absent one week or longer will apply to the Attendance Clerk for a leave of absence.

Any student absent without leave, for any reason whatsoever, from any class for one more time than that class meets in one week may be dropped by the instructor, who will notify the Attendance Committee.

Any student absent without leave, for any reason whatsoever, from any class for one more time than double the number of times that class meets in one week must be dropped by the instructor, who will notify the Attendance Committee.

Any student whose enrollment in required Physical Education is so cancelled will be dropped from school.

Any student who has been dropped from a class may, if granted clearance by the Attendance Committee, seek readmission to class. The decision of the instructor will be final.

5.4 Probation

If at the end of any semester a student's grade-point average (based on a 4-point scale) falls below 1.75, computed on his final grades, or, lacking final grades, on his second midterm grades, he will be placed on probation for one semester and restricted to a maximum of $16\frac{1}{2}$ units. If at the end of a semester on probation he has failed to maintain a grade-point average of 1.75 for that semester, computed as above, he will be suspended from the College but may return on probation after a lapse of one semester.

Written notice will be given to a student who is placed on probation or suspended. The notice will define the means by which the student may regain regular status.

A student who is suspended will have the right to present a written appeal to the Student Personnel Committee, but the decision of the Committee will be final.

Any student who has been disqualified by any other collegiate institution will enter the College of San Mateo on a probationary status under the rules defined above.

3.5 Health Service

A health examination by a college appointed physician, free of cost to the student, will be required of each person enrolling as a regular student at the College of San Mateo. This examination will be used to determine the type of physical education activity best suited for the needs of the student. Any student who is excused from Physical Education activity because of health impairments will report periodically to the Health Service for guidance.

Emergency first-aid treatment will be given in the event of injury. The student will then be referred to his own physician.

The local Tuberculosis Association's Mobile Unit will be invited to visit the campus each year to provide free chest X-rays for all students.

5.6 Counseling Services

The College of San Mateo will make available to all students organized educational, vocational,

and personal-social counseling. Upon entering the college, a student who is undecided as to major will be assigned to a counselor, who will assist him in planning a suitable educational program and in making a vocational choice. When a student has a definite vocational goal, he will be assigned to a counselor in his major field. A student will be encouraged to request counseling for personal-social problems which might interfere with his progress in his studies.

The counseling service will be primarily responsible for:

- (1) Providing guidance in program planning--- immediate and long range.
- (2) Administering and interpreting tests.
- (3) Counseling students with low scholastic achievement.
- (4) Counseling on any educational, vocational, or personal problems.
- (5) Providing an occupational information service for students.
- (6) Providing assistance in securing of housing.
- (7) Providing assistance in securing employment.

(8) Providing psychological services.

5.7 Student Loans

The associated students through gifts, special grants, and private fund raising activities maintain fund for student loans.

a. Application

- (1) Applications will be accepted from students of the College of San Mateo only.
- (2) Applications for student loans will be submitted in duplicate to the Dean of Men or the Dean of Women.
- (3) Any student under 21 years of age applying for a loan must have the signature of his parent or legal guardian on the loan application. If this is not possible because of residence out of the community, he must have the signature of an adult co-signer.

b. Authorization

- (1) Loans under \$25 may be authorized by the Dean of Men or the Dean of Women, whichever applies. In the absence of either Dean the Director of Student Personnel will authorize the loan.

(2) Loans over \$25 may be authorized by the Dean of Men or the Dean of Women, whichever applies, and one of the following:

(a) The Director of Student Personnel.

(b) The Director of Instruction.

(c) The Superintendent.

c. Issuance of Money

The Manager of the Associated Students Store will issue checks for all student loans upon receipt of the authorized applications.

d. Record of Loans

The Manager of the Associated Students Store will report the status of all student loans to the Office of Student Personnel by the fifth of each month.

e. Repayment of Loans

The borrower will indicate the time and method of repayment in his loan application. Such repayment will be budgeted according to the individual's circumstances, and will be made to the Associated Students Store. When payment is due, the Store Manager will send a statement to the student requesting same within a period of one week.

f. Collection of Delinquent Loans

- (1) The Manager of the Students Store will notify the Director of Student Personnel immediately upon due date of the student's loan.
- (2) If payment, or arrangement for extension of contract, is not forthcoming within ten days of notification to the student, the Associated Students Store Manager will turn over all papers and instruments concerning the student's loan to the Director of Student Personnel, who will get in touch with the student immediately.
- (3) If the loan is not paid within forty days of due date, the Director of Student Personnel will cancel the registration of the student and collection of the loan will be turned over to a collection agency or the Small Claims Court, whichever seems advisable.
- (4) A hold will be placed on the transcripts, recommendations, and all other records of any student whose loan record is not cleared. This hold will be removed by

the Director of Student Personnel upon satisfactory clearance of the loan record.

5.8 Smoking

Because of fire hazards involved, the San Mateo City Fire Inspector and the Board of Trustees have established the following smoking regulations.

Smoking will be prohibited in all buildings except as indicated below:

On the Coyote Campus

Cafeteria (Dining Hall)

Student Center

Faculty Offices

Administration Building

College House

On the Delaware Campus,

Associated Women Students' Lounge

Faculty Offices

All places where smoking is permitted will be adequately provided with ash trays. Under no circumstances may waste baskets or trash cans be used for ash trays.

Smoking outside of buildings will be confined to hard-surfaced areas. Cigarette butts, ashes, and matches will be deposited in receptacles.

There will be no smoking in any classroom at any time.

5.9 Alcoholic Beverages

The faculty sponsor will enforce the regulation of the Education Code which prohibits the use of alcoholic beverages during any event sponsored by the College. Any student who violates this regulation will be reported to the Office of Student Personnel.

5.10 Associated Students Organization

In order to promote the general welfare of the students, to guarantee equality of opportunity among the students, to offer an experience in practice of American democratic government, to encourage student participation, planning and direction of student activities as permitted under the Education Code of the State of California and the policies of the Board of Trustees of the College of San Mateo, there will be an organization to be known as "The Associated Students of College of San Mateo".

Membership in this organization will be open to all registered students carrying ten units or more, subject to the purchase of a College of

San Mateo student activity card.

The governing body of this organization will co-ordinate and integrate the activities of all student clubs and organizations of the school.

The Constitution of the Associated Students of College of San Mateo is included as Appendix K.

5.11 Associated Students Funds

All monies collected by the Associated Students, or by any club or organization of the College of San Mateo, will be deposited in the Students Bank at the Associated Students Store of the College, where standard accounting procedures will be followed.

a. Collection of monies

- (1) Only those funds which are authorized by the Constitution of the club or organization involved may be collected.
- (2) Funds will be collected only by authorized members of the club or organization.
- (3) Public sales by student clubs or organizations may be conducted on or off campus only when approved by the Student Council.
- (4) Funds may be collected for off-campus organizations only when approved by the

Student Council and the Board of Trustees.

- (5) The Coordinator of Student Activities will be responsible for the proper collection of funds.

b. Deposit of Monies

- (1) All monies received by any student club or organization will be deposited immediately in the Students Bank at the Associated Students Store and credited to that club or organization.
- (2) A receipt will be issued to the club or organization for each deposit made.
- (3) All income realized by any organization or activity having a budget appropriation from the Associated Students will be deposited to the account of the Associated Students.
- (4) The Manager of the Associated Students Store will periodically deposit the funds in a designated commercial bank.

c. Expenditure of Funds

- (1) All expenditures of funds will be covered by requisition.
- (2) Requisitions from student clubs will be

signed by the club treasurer and the faculty advisor.

- (3) Requisitions drawn against Associated Students' funds will be made on the approved form, and will be signed by the student in charge of the activity or event, the faculty sponsor of the activity or event, the Treasurer of the Associated Students, and the Director of Student Personnel.
- (4) All purchases must be made by pre-numbered purchase orders issued by the Associated Students Store. The Associated Students will not be responsible for payment of orders made in any other way. Purchases in excess of any budget item will not be allowed.

d. Accounting of Funds

- (1) The Manager of the Associated Students Store will be responsible to the Business Manager of the College of San Mateo for the proper accounting of all Student Body Funds.
- (2) The Manager of the Associated Students Store will submit a financial report of

the Associated Students' funds to the Student Council each month.

(3) The Treasurer of the Associated Students, together with the Manager of the Associated Students Store, will guard against overdraft of any budget item.

(4) An annual audit of the Student Body Funds will be ordered by the Business Manager of the District, and the cost of the audit will be charged against the funds of the District.

e. Preparation of the Associated Students' Budget

The Spring Semester Student Council will appoint a financial committee each year with the Treasurer of the Associated Students as its chairman. This committee will prepare a proposed budget for the succeeding year by semesters. The Coordinator of Student Activities will be the adviser for this committee.

(1) The proposed budget will be prepared during the month of April and submitted to the Student Council for approval by the last week of April. When approved by the Student Council, the proposed budget will

be subject to the approval of the Superintendent.

- (2) The Student Council will give final approval of the budget during the fourth week of each semester.

f. Budgetary Control

- (1) All organizations and activities having authorized budgets from the Associated Students' funds will operate within their respective appropriations.
- (2) These appropriations will be listed in the proposed budget by semesters.

g. Signatures for Requisitions on Student Body Funds

All requisitions or requests for payment of monies from the Associated Student and/or Trust Funds will be authorized by the signature of the properly authorized member of the faculty. A list of the accounts and the approved faculty sponsor is included as Appendix L.

5.12 Associated Students Publicity

The Associated Students Publicity Committee will be in charge of publicity for school activities within the College and to the public. All releases of this Committee will be subject to the approval

of the Coordinator of College-Community Relations.

5.13 Student Clubs and Organizations

a. Activity Schedule

The period from 11:10 A.M. to 12:00 Noon will be set aside each Tuesday and Thursday for meetings of clubs, committees, Judicial Council, and Student Council. All activities will be scheduled through the Office of Student Personnel. Instructors will not schedule events which will interfere with these activities.

b. Assembly Hour

One assembly will be held each month during the Thursday activity hour. No other events will be scheduled during an assembly, and all classrooms, laboratories, and instructors' offices will be closed to students.

c. College Sponsored Events

All activities and events sponsored by any group belonging to and recognized by the College of San Mateo will be properly supervised by members of the faculty and administration. Faculty sponsors will allow student officers maximum freedom and responsibility in planning and operating all events. However, the faculty sponsor will be responsible

for proper guidance and supervision.

- (1) All social events will be cleared with the faculty sponsor, the Office of Student Personnel, the Associated Clubs Cabinet, and the Student Council before being placed on the calendar.
- (2) All social events will close by 1:00 A.M. unless special approval is granted by the Superintendent.
- (3) Every organization using the College facilities will provide for the clean up of the facilities immediately after such use.
- (4) In case of injury to a student during any College event, the faculty sponsor will see that first aid is given, and that medical aid is secured if necessary. A written accident report must be made to the Business Office.

d. Trips or Excursions

Trips or excursions made by student groups will be subject to the same regulations as field trips. (See Section 6.5)

5.14 Code of the "San Matean"

In working for the best interest of the College and the paper, the staff of the "San Matean" will abide by the following code:

The "San Matean" will maintain a fair and impartial attitude in reporting and discussing College matters. Matters of a controversial nature will be referred to the Editors and the Faculty Advisor, and if the need arises, to the Superintendent.

In promoting worthwhile projects and services, the "San Matean" will seek to encourage student participation, initiative, and responsibility.

Members of the staff will be reminded of the influence of the "San Matean" and the general press, and will be encouraged to recognize their responsibilities to the entire College and the persons about whom they write.

CHAPTER VI

EDUCATIONAL PROGRAM

6.1 Purpose

The purpose of the College of San Mateo is to provide education beyond the high school level for the people in the District who can profit from it. This education is designed to help each student realize his potentialities by cultivating his cultural and vocational abilities. It seeks to prepare each student to assume the responsibilities of citizenship in our free society. It attempts to develop in the student the ability to think critically.

To achieve its purpose, the College of San Mateo offers the following kinds of educations:

(1) General Education

Instruction which assists students to function effectively as individuals, as members of their families, and as citizens with local, national and world responsibilities.

(2) Lower Division College Education

Courses which enable students, including those who come with scholastic deficiencies, to complete the first two

years of four-year college work. These courses satisfy the lower division requirements in the liberal arts and in scientific, engineering, and other professional fields.

(3) Technical-Vocational Education

Training in skills which qualify students for employment or upgrading in business and industry.

(4) Extended Day (Adult) Education

Classes designed to make the educational resources of the College available to the general public in the late afternoon and evening hours. Such classes may be of the general education, college transfer, or technical-vocational type, and are designed to broaden the educational, vocational and cultural opportunities of the community.

6.2 Departmental Organization

Each instructor will be assigned to one of the following departments:

- (1) Art
- (2) Biological Sciences

- (3) Business Education
- (4) Mathematics and Engineering
- (5) Language Arts
- (6) Music
- (7) Physical Education (Men)
- (8) Physical Education (Women)
- (9) Physical Sciences
- (10) Social Sciences
- (11) Vocational Programs
- (12) Homemaking
- (13) Library

For purposes of administration, an instructor who teaches in two departments will be considered a member of the department in which he teaches the greater number of hours. (If the major assignment is not clearly defined, the Superintendent will decide.)

Each department will have a department chairman who will be appointed by the Superintendent with the approval of the Board of Trustees.

6.3 Curriculum Development

The Curriculum Committee will serve as a clearing house for suggested changes in the curriculum and as the agency for the study of educational needs

of the District. This committee will be comprised of:

- (1) The Director of Instruction (Chairman).
- (2) The Director of Student Personnel.
- (3) The Director of Extended Day.
- (4) The Coordinator of Vocational and Technical Education.
- (5-10) Six instructors appointed by the Superintendent.

Two of the instructor members of the Curriculum Committee will be replaced each year. Instructors will serve as individuals interested in the entire program rather than as department representatives.

All meetings will be open to any member of the staff who may desire to attend.

All curricular changes will be subject to review by the Curriculum Committee, which will recommend changes to the Superintendent.

The over-all program of the College will be continually appraised to assure that the courses offered meet the needs of the community and the ambitions and desires of the students.

6.4 Study of Controversial Issues

Within the framework of the orderly processes of a democratic society, the faculty of the College

of San Mateo will have freedom to consider all issues which will contribute to the development of its students.

The following criteria will be followed in selecting issues for study:

- (1) The issue should contribute to the prescribed course of study and the general education program of the College.
- (2) The issue should be of sufficient interest to encourage participation by the students.
- (3) The issue should provide opportunity for critical thinking, tolerance, and understanding of conflicting points of view.
- (4) The issue should be one about which sufficient information is available to allow for discussion and evaluation on a factual and reasonable basis.

6.5 Field Trips

Any instructor planning to conduct a field trip will submit a completed "Field Trip" form to the Director of Instruction at least two weeks prior to the desired date. The Director of Instruction will sign and return the form to the instructor if approved; or, if approval is not given, return the

form to the instructor with a note of explanation.

Each participant in the activity will be given a "Participation in School Supervised Activity" form signed by the supervising instructor. The participant will secure the signature of each instructor whose class he will miss, and return the form to the supervising instructor prior to the activity.

Instructors conducting field trips will be familiar with and abide by the transportation policies in Section 7.15 of this manual.

A complete first-aid kit will be carried on all field trips. Such kits will be available through the office of the Health Services Department.

The supervising instructor will submit a list of participants to the attendance office upon the completion of the activity.

6.6 Definition of School Day

The school day will be from 8:00 a.m. to 10:00 p.m.

6.7 Definition of School Week

The school week will be from 8:00 a.m. Monday to 10:00 p.m. Saturday.

6.8 Definition of School Year

The school year will be established by the Board of Trustees in the school calendar each year.

6.9 Scholastic Standards

The grade-point average will be computed on the four point scale with "A" four points, "B" three points, "C" two points, "D" one point, and "F" no points. Any student who falls below an average of 1.75, computed on his final grades, or, lacking final grades, on his second mid-term grades, will be placed on probation for one semester and restricted to a maximum of $16\frac{1}{2}$ units in that semester.

Any probationary student who fails to maintain a grade point average of 1.75 during his semester of probation will be suspended from the College for one semester.

Any student suspended under this rule will have the right to appeal, in writing, to the Student Personnel Committee for reinstatement. This Committee will consist of the Director of Student Personnel, Coordinator of Admissions and Registration, Dean of Men, Dean of Women, and at least two instructors appointed by the Superintendent. The decision of the Student Personnel Committee will be final.

6.10 Graduation Requirements

The Board of Trustees, as authorized by the State Board of Education, will confer the title of "Associate in Arts" upon any student who completes satisfactorily a two-year curriculum of not less than 60 semester hours, at least 12 units of which must be completed at the College of San Mateo, including the following:

- (1) A major consisting of at least 20 semester hours in a specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out the training in preparation for a major or for some particular occupation. For students planning to transfer to four-year institutions, fulfillment of lower division requirements for the institutions of their choice will be considered as constituting a major.
- (2) Health Education, 2 units. Men take Health Education 1; Women, Health Education 2. (Each student must also show that he has completed an accepted course

in First Aid.)

- (3) Physical Education. Two hours of Physical Education taken each week throughout the period of junior college attendance prior graduation, unless legally exempted therefrom by the Directors of Physical Education.
- (4) Three semester hours in American Institutions. This requirement may be satisfied by successfully completing Political Science 21 (3 units); Political Science 22 (3 units); or History 17 a-b (6 units).
- (5) A year's work in English. This requirement may be satisfied by two semester courses in English, the first to be determined by the English Placement Test; the second to be chosen by the student from courses in English, Speech, or Journalism. Both courses may not be taken during the same semester. Business 56 (Business Correspondence) may be offered in partial satisfaction of this requirement, but English 55 (Spelling) may not be.
- (6) General Education Courses as required.
A transfer student will complete the lower

division requirements of the institution to which he plans to transfer. A terminal student will complete six units outside his major area.

- (7) Grade-point average for graduation. All students entering as low freshmen in September 1956 and thereafter, must have a grade-point average of 2.0 (C average) in all work undertaken at the College of San Mateo or elsewhere or a grade-point average of 2.0 in the last 64 units undertaken.
- (8) Veterans returning to or attending the junior college for the first time may offer work done under the training programs of the Armed Forces in partial fulfillment of graduation requirements. Former students may, upon acceptance of certified units of training, complete their credit requirements for graduation and be granted the degree of "Associate in Arts" without further residence, provided they have completed all subject requirements and have previously been in

residence at least three semesters and earned at least half of the 60 units required. Individual cases which deviate from this standard will be considered upon their merits.

6.11 Textbook Selection

The selection of textbooks will be the right and duty of the Faculty of the College of San Mateo.

Textbooks for each course will be selected by the instructor with the approval of his department chairman. With the exception of the work-book types, textbooks will be adopted for a minimum of 18 months and the Manager of the Student Store will be notified at least 6 months prior to any change.

Any exception to the above time limits will be made only with the approval of the Dean of Instruction.

A complete list of texts and supplementary texts for each course will be filed with the Dean of Instruction, the Librarian and the Superintendent by each department chairman.

6.12 Selection of Library Materials

The curriculum offered by the College largely determines Library holdings, but orders for new

works will be arranged to meet student requests wherever possible.

Normally instructors will initiate requests for books and periodicals to be added to the Library. These will be based on reviews by competent authorities. The orders will be forwarded to the department chairmen for approval and will then go to the Librarian. Purchases will be made only within the budget allocated to each department. Funds not used by the departments will become part of the Library "general fund" from which the Librarian may order additional books, periodicals, etc. Students may recommend items to the library staff for evaluation and possible purchase.

General reference works, recordings, music scores and microfilm will be ordered by the Associate Reference Librarian and the Assistant Reference Librarian. Faculty and students may recommend to the library staff the purchase of these items.

6.13 Basic Policy Extended Day Division

The College of San Mateo recognizes its responsibility to provide educational offerings of collegiate grade during hours which will extend the normal day and thus serve the needs of a greater number of

the residents of the community. The College will use every resource at its command to determine educational needs and to revise its offerings, periodically, to meet community requirements. Individuals or groups may petition the College to determine the feasibility of adding specific courses.

The Extended Day Division will offer courses in the fields of General Education, Lower Division College Education, and Technical-Vocational Education, as these are described in Section 6.1 above.

a. Criteria for the establishment of Extended Day Classes

When a need or a request for an educational service becomes evident, it will be subject to the following procedure:

- (1) The need will be defined in terms of specific objectives.
- (2) The administrative staff of the Extended Day Division will make a preliminary evaluation of the proposed course in terms of its educational appropriateness, the financial ability of the District to support such a class, facilities required, availability of a properly qualified

instructor, and will recommend its adoption or rejection to the Curriculum Committee.

- (3) The Curriculum Committee will decide on the suitability of a proposed course in terms of the general objectives of the College and will recommend to the Superintendent the establishment of such a course if it meets these criteria.
- (4) The Superintendent will recommend approved courses to the Board of Trustees for final action.
- (5) Curriculum guides will be prepared for all new course offerings and a file of these outlines will be kept in the Office of the Extended Day Division. Curriculum guides will be subject to continuous review and revision.
- (6) The classes established as part of the Extended Day program of the College will be approved by the Board of Trustees. Classes for adults will be submitted for approval to the Bureau of Adult Education, California State Department of Education,

as required by law.

b. Status of courses offered in the Extended Day Division

All courses offered through the Extended Day Division will be regular offerings and will meet the standards of the College. Courses which are taken for credit will count towards the Associate in Arts degree. Certain classes, when so designated, will carry transfer credit to four-year colleges.

c. Criteria for retention of Extended Day classes

Extended Day classes will conform to the following criteria:

- (1) Each class offered by the Extended Day Division must have at least fifteen persons enrolled and in attendance, or one or more of the following conditions must obtain:

- (a) Facilities of the College will not accomodate as many as fifteen students.
- (b) The skill being taught is of such nature that extreme hazard to students results when the instructor must work with a number as large as

fifteen.

(c) The College requires the course for graduation, or for a specified major, or the College is for some other reason obligated to make it available to students.

(d) There is special need and the Superintendent gives approval for its continuance.

(2) The Extended Day staff will continuously review all enrollment and attendance data and will take steps to eliminate all classes not in accordance with the above criteria.

(3) Classes which fall below the required attendance figure of fifteen, and do not comply with one or more of the other criteria for continuance will be allowed to continue for a reasonable period to allow the attendance to be brought up to fifteen, where there is reasonable expectation that this can be done.

CHAPTER VII

BUSINESS OPERATION

7.1 Board Reports

The Business Manager will submit the following reports to the Superintendent each month for Board of Trustees' information and approval.

(1) Financial statements for District funds, student body funds, cafeteria operation, bookstore operation, and deposit accounts (trust funds).

(2) Warrants to be approved for payment.

7.2 Contracts

All contracts in behalf of the San Mateo Junior College District not specifically required to be signed by the President and/or Clerk of the Board of Trustees shall be signed by the Business Manager.

7.3 Purchasing

Purchases of services and materials will be distributed as equitably as is economically sound among the businesses of the San Mateo Junior College District. All suppliers within the area will be invited to submit bids and quotations.

All purchases will be made by pre-numbered purchase orders issued by the Business Office. The District will not be responsible for payment of orders made in any other way. Purchase orders will be prepared for items that are included in the annual budget and copies will be given to the appropriate department chairmen for their information. Purchases in excess of the budget allowances will be made by District purchase order only with the approval of the Superintendent.

The Business Manager will make all purchases in accordance with the following regulations:

- (1) Items costing up to \$1,000.

Purchases in this classification will be made on the basis of telephone quotations, prices submitted by salesmen, or the Business Office's recent experience.

- (2) Items costing between \$1,000 and \$2,000.

Purchases in this classification will be made on the basis of three written quotations.

- (3) Items costing over \$2,000.

Purchases in this classification will be made after formal advertising and the

receipt of sealed bids. The Board of Trustees will accept the bid of the lowest responsible bidder, and will receive the right to reject any or all items of any or all bids.

Two copies of all purchase orders issued will be sent to the appropriate department chairman--one to be signed and returned to the Business Office upon receipt and approval of material and/or services and one to be retained by the department head for reference.

A third copy will be sent to the Receiving Department for the information of the receiving desk.

7.4 Requisitions for Supplies, Equipment, and Services, Etc.

a. Annual Requisitions

Annual requisitions for the ensuing school year will be submitted during the spring by each instructor through his department chairman. These requisitions will include an itemization, with estimated cost, of all services, equipment, and supplies needed other than those office and instructional supplies purchased in bulk for the staff as

a whole. Every item of supply and/or service that is required must be included on the annual requisition. Items listed in the annual requisition will be delivered in September unless otherwise specified. For items to be delivered during the school year, a minimum of two weeks should be allowed for ordering.

b. General Supplies

General office and instructional supplies such as paper, ditto masters, etc. will be included in the annual requisition prepared by the Office of the Director of Instruction and will be available to faculty members upon request to that office.

c. Requisitions for Items not Listed on Annual Requisition

Requisitions for supplies, equipment, repairs, services, etc. not specifically listed on the annual requisition will be made on "Request for Order" forms and approved by the appropriate department chairman who will forward them to the Business Manager. A copy of each "Request for Order" will be returned to the department chairman with a notation as to disposition.

d. Emergency Requisitions

Emergency requisitions may be approved by the Business Office by telephone, and, if approved,

a purchase order number will be given the purchase by the Business Office. Such a requisition must then be confirmed on a regular "Request for Order" form on which the purchase order number must appear.

e. Petty Cash Fund

Minor emergency purchases may be made from the Superintendent's petty cash fund. This fund will be used for emergency situations only and then only for amounts of less than \$2.00. Prior authorization will be secured from the Superintendent's Office and proper receipts will be submitted for reimbursement within twenty days of the purchase.

7.5 Emergency Cash Fund

There will be a revolving cash fund of \$575.00 maintained for incidental emergency expenses. This fund shall be deposited in a local bank and shall be under the jurisdiction of the Superintendent of the District.

A petty cash fund of \$50.00, reimbursable monthly, will be kept in the Office of the Superintendent for the purchase of emergency or perishable supplies.

7.6 Student and Technical Assistants

Requests for student and technical assistance will be included in the annual requisition. Approval

of the Department Chairman must be secured for the employment of such assistance.

Before starting work, the student will be required to complete, and file with the Business Office, a Loyalty Oath (form F-29), a Withholding Tax form in duplicate, and a Citizenship Record form.

The supervising instructor will be responsible for the accuracy of all entries made on the time sheets in regard to the hours worked by the student. On the fifteenth day of the month, the instructor will submit the time sheets in duplicate to his Department Chairman for approval, and forward them to the Business Office for payment.

The hourly wage scale for student and technical assistants is included as Appendix G.

7.7 Delivery of Materials

With the exception of mail delivery of books and periodicals, all materials will be delivered to the Receiving Department located in the basement of the Science Building (Delaware Campus). Teachers will not accept direct delivery from a vendor. The Receiving Department will arrange for prompt delivery of materials to teachers.

Materials received will be closely checked against the duplicate purchase order as to quantity and description, and any errors reported to the Business Office immediately. The duplicate order with proper notation will be immediately returned to the Business Office for checking invoices rendered, and for payment of bill or statement. No bill will be paid until the duplicate order, signed by the Department Chairman has been received in the Business Office. When only part of an order has been received, this fact will be noted on the duplicate order which will be returned to the Business Office. A follow-up memorandum on items not delivered will be sent to the Department Chairman for checking when the order has been completed. Payment of invoices received for items delivered will not be held up for final approval of the entire order unless so requested by the Department Chairman.

The Business Office will be notified immediately if materials are damaged or destroyed in shipment. Prompt attention will permit the Office to secure replacement at an early date. All damaged or destroyed materials, packing, shipping cartons, and any other data or materials that will assist in the

settlement of a claim must be forwarded to the Business Office at once.

The Business Office will handle all verbal contacts and correspondence with vendors after orders are placed. Questions regarding incorrect quantities shipped, delivery dates, substitutions, return of inadequate merchandise, etc. will be referred to the Business Office for transmittal to the supplier. In some cases instructors may be authorized to correspond directly with vendors, but a copy of all correspondence will be sent to the Business Office so that current information regarding the status of an order will be available.

7.8 Inventory

District insurance requires that all property owned by the District must be carefully inventoried so that there will be no question of coverage in the event of loss.

The Business Manager will maintain an inventory of all equipment items. This will be verified by an annual physical inventory taken by instructors on a room by room basis.

Transfer of equipment forms will be submitted to the Business Office and approved before any

item is moved from the room in which it is inventoried.

7.9 Accounting for Funds

The Business Manager will be responsible to the Superintendent for the proper accounting of all District, Cafeteria, and Student Body Funds.

District monies will be received, recorded, and accounted for in the Business Office.

The Student Store Manager and Financial Secretary to the Associated Students will be responsible to the Business Manager for the accounting of all Student Store, Associated Student, Cafeteria, and Trust Fund accounts. All student body and cafeteria monies will be received, recorded and accounted for in the Office of the Student Store Manager.

An annual audit of the books and accounts of the District, including Student Body and Cafeteria funds and accounts, and any other funds under the control of the District, will be ordered and the cost of the audit will be a charge against the funds of the District.

7.10 Warrant Signatures

The District Superintendent, the Director of Student Personnel, or the Business Manager; the

Student Body Treasurer, and the Manager of the Student Store will sign all checks on Student Body funds.

The District Superintendent, the Director of Student Personnel, or the Business Manager; and the Manager of the Student Store will sign all checks on Cafeteria and Student Store funds.

Warrants on District funds will be signed by facsimile signature after their approval by the Board of Trustees.

7.11 Sale of Material or Services

Personal property belonging to the School District, not required for school purposes, may be sold upon authorization of the sale by the Board of Trustees. Such property may not be disposed of by gift, destruction, or in any other manner. Replacement and exchange of property must be authorized by the Board of Trustees. A list of obsolete or worn out property to be disposed of will be submitted to the Business Manager.

Obsolete property of less than \$200 value may be sold through private sale without advertising.

Obsolete property of more than \$200 value will be sold to the highest bidder after legal advertising.

The sale of any type of instructional supplies must have prior approval of the Board of Trustees. Request to sell such supplies will be submitted to the Business Manager.

Services are sold in Cosmetology. Services will not be sold in any other area without approval of the Board of Trustees.

7.12 Collection for Breakage or Damage

All funds collected by instructors for loss, breakage, or damage to District property will be deposited in the Business Office. These funds are District Funds and will be accounted for in the proper manner. It is illegal to use the money so collected as revolving funds.

The instructor will give the student a receipt for funds collected. When the funds have been deposited in the Business Office, a receipt will be issued to the instructor for the amount deposited. (See Section 7.13)

The student may make payment directly to the Business Office for laboratory fines and for payments for other loss, breakage or damage. A receipt will be issued to the student by the Business Office for such collections.

7.13 Cash Receipts

Staff members will issue District sub-receipts in exchange for any cash received in the name of the District. A completed receipt will be issued to each person paying cash for each purchase or fee.

The duplicate sub-receipts, money, and a deposit slip (in duplicate) will be sealed in an envelope and delivered by messenger to the Business Office daily or weekly as required.

Each receipt number in the sub-receipt book must be accounted for. Should an error be made on a receipt, the receipt may be voided, and all copies of that receipt will be sent to the Business Office in the envelope with the other receipts.

7.14 Insurance Coverage

a. Liability Insurance

Adequate liability insurance will be carried by the Board of Trustees protecting the District against liability for negligence on the part of its employees. However, this does not insure the school employee as an individual in the event of negligence on his part.

In general, negligence has been defined as the failure to act as a reasonably prudent and careful

person would under the circumstances involved. The essential elements are:

- (1) A legal duty on the part of the defendant,
and
- (2) A failure to perform that duty, so that
he contributes to the cause of the accident.

b. Automobile Insurance

District-owned automotive equipment will be covered under the General Comprehensive Liability Policy. Additional insurance will be carried to protect the District against loss by fire, theft, collision, and property damage.

c. Workman's Compensation

Workman's Compensation Insurance, State of California, will be carried, covering all employees.

d. Employee's Bond

A Public Employees Honesty Bond will be carried on all employees. Certain employees will be covered by additional Public Official Bonds.

e. Fire Insurance

Fire Insurance with extended coverage will be carried on all buildings and their contents. In case of fire loss, equipment inventories are necessary to support claims.

f. District Property

All-risk floater policies will be carried to protect the District against loss of photographic equipment and musical instruments which are used off campus. No other District or personal properties are insured against this type of loss.

g. Student Insurance

Student Accident Insurance and Athlete Accident Medical Reimbursement will be carried by the District and by the Associated Students.

h. Miscellaneous Coverage

The following additional insurances will be carried:

- (1) Mercantile Robbery and Safe Burglary.
- (2) Boiler Insurance.
- (3) Monies and Securities and Messenger Service.

7.15 Loan of Equipment

According to an opinion given by the Attorney General of the State of California, there is no legal provision which permits the loan of school equipment. It will, therefore, be the policy of the Board of Trustees not to loan any school equipment. It will therefore follow, that any such unauthorized loan will be a personal liability upon the individuals

involved.

7.16 Transportation of Students

Bus transportation between campuses will be provided for students in accordance with the approved schedules.

District-owned or chartered vehicles will be used for field trips, athletic trips, and other activity trips where attendance of students is required. In cases where attendance is not required, authorization for use of other equipment will be obtained from the Business Manager prior to the trip.

All trips, involving students, on District-owned, or chartered, automotive equipment will be supervised by a faculty member in each vehicle.

Travel by District-owned, or chartered, automotive equipment will be approved by the Business Manager. Requests will be submitted to the Business Manager at least two weeks in advance of the date of the proposed trip. A signed order will accompany each vehicle.

7.17 Transportation of Staff

Limited transportation facilities will be provided for the staff for the following specific purposes:

- (1) Field trips involving students.
- (2) Trips authorized by the Superintendent or by the Board of Trustees.
- (3) District business trips involving the administration.

Requests for staff transportation in District-owned vehicles will be made to the Business Manager on "Request for Transportation" forms two weeks in advance of the date needed. District-owned vehicles, including the two station wagons and the forty-passenger bus will be available for staff use; however, priority will be given to student transportation.

When a District employee wishes to drive his own car for personal convenience, authorization for payment of mileage will be secured from the Superintendent prior to such use. Payment will be allowed at such rate as has been set by the Board of Trustees. The current rate is included as Appendix H.

7.13 Cafeteria

Housing and equipping of the cafeteria will be provided by the school District and a sum of \$500.00 will be budgeted annually from District

funds for repairs to equipment.

A reserve fund to be known as the accumulative cafeteria equipment replacement reserve will be established for replacement of worn out or obsolete equipment in the amount of \$500.00 per year and may be accumulated from year to year until expended for this purpose. A report of the condition of the reserve fund will be made annually to the Board of Trustees.

General supervision will be furnished by the Cafeteria Manager, and a sum of \$1,000. will be allowed annually from District funds for such supervision.

Contributions required of the employer under the retirement system will be paid for cafeteria employees from District funds.

An account known as the Cafeteria Account of the San Mateo Junior College District will be established in a designated bank and all receipts derived from the sale of food will be deposited therein daily and will be expended only for the operation and maintenance of the cafeteria.

The Manager of the Associated Students Store will have custody and accountability for the account

under the direct supervision of the Business Manager. A report of the condition of the account will be submitted to the Superintendent monthly for Board of Trustees information and approval. An annual audit of the account will be made and the cost of the audit will be a charge against the funds of the District.

Food will be sold only to students, employees of the District, members of the Board, and to members of service clubs, parent-teacher associations, and to other civic and public organizations whose luncheon or dinner meetings are approved by the President of the College. All luncheons, dinners or banquets will be operated on a pre-sale of tickets arrangement.

Perishable foodstuffs and seasonal commodities will be purchased on the order of the Cafeteria Manager without bid. Staple supplies and equipment will be purchased in conformity with provisions of the Education Code.

7.19 Accidents

In the event of any serious accident or illness the College of San Mateo switchboard operator will be notified immediately. The operator will effect

the necessary emergency procedures. If the switchboard is closed, the City of San Mateo Police Department will be notified, and all necessary information provided so that appropriate emergency steps may be taken. The College administrative officer, in charge at the time, will be informed of the situation.

a. Accident Reports (Students)

All serious accidents and certain other accidents, as interpreted below, will be immediately reported on District Accident report forms by the teacher, or if the student is sent to the office of the Health Services, by the nurse. The report will be in duplicate and will be turned in to the Business Office at once.

(1) Accidents to be reported.

- (a) Every serious accident.
- (b) Every shop accident.
- (c) Any accident regardless of severity if there is any possible negligence or if there is any possibility of legal action because of defective equipment or related carelessness.

- (2) Accidents which need not be reported.

Minor injuries that routinely happen, where a teacher is in charge and where there is no general negligence evident, need not be reported.

b. Accident Reports (District Employees)

All accidents to District employees while in a duty status will be reported immediately to the Business Office.

c. Accident Reports (Vehicles)

In case of an accident involving a District-owned vehicle, the following procedure will be used:

- (1) Secure the names and addresses of other parties concerned and the license number of any other vehicle involved.
- (2) Secure names and addresses of at least two witnesses, if possible to do so.
- (3) Give your name and address.
- (4) State that the car is owned by the San Mateo Junior College District whose address is Peninsular Avenue and Delaware Street, San Mateo, California.
- (5) Admit no liability or fault.
- (6) Complete automobile loss reports and

submit them to the Business Office as soon as possible.

- (7) If the accident makes the car inoperable, or if there is injury to any person, get in touch with the Business Manager immediately.

7.20 Safety

a. Use of Inflammable Materials

In accordance with State law, no inflammable materials will be used as decorations, costumes, stage sets, or other purposes in any building or other place where students gather. Faculty sponsors will see that all such items are constructed of flameproof materials.

b. Smoking

Because of fire hazards involved, the San Mateo City Fire Inspector and the Board of Trustees have established the following smoking regulations.

Smoking will be prohibited in all buildings, except as indicated below:

On the Coyote Point Campus:

Cafeteria (Dining Hall)

Student Center

Faculty Offices

Administration Building

College House

On the Delaware Campus:

Associated Women Students' Lounge

Faculty Offices

All places where smoking is permitted will be adequately provided with ash trays. Under no circumstances may waste baskets or trash cans be used for ash trays.

Smoking outside of buildings will be confined to hard surfaced areas. Cigarette butts, ashes, matches, etc. will be deposited in receptacles.

There will be no smoking in any classroom at any time.

c. Report of Hazardous Condition

All District personnel will report dangerous or hazardous conditions of buildings, grounds or equipment to the Business Office. Such reports will be acted upon promptly to instigate repairs, replacement or to otherwise correct the condition. In case of extreme hazard, a telephone call to the Business Office will receive immediate attention.

7.21 Advertising and Solicitation

a. Advertisements

No advertisements will be read, distributed or given out on the college premises without permission of the Superintendent's Office; nor will advertisements be posed upon fences or walls of any District building without written permission of the Superintendent's Office.

b. Soliciting of Funds

All solicitation of funds from students or faculty for purposes other than school activities will be prohibited except with the expressed approval of the Board of Trustees.

7.22 Conference Expense Claims

District employees designated by the Superintendent to represent the District by attending professional conferences will be reimbursed for expenses, incurred by such attendance, as follows:

a. Transportation

Actual fare on any first class transportation service will be allowed. Receipts for such expenses must accompany the expense form.

Travel by air will be approved for District personnel in attending State and National conventions

or conferences whenever it is found to be as economical as other allowable transportation and/or when in the opinion of the Superintendent the saving of time will be an important factor and an advantage to the District. Requests for travel by air will be referred to the Superintendent.

Travel by District-owned automobile will be approved by the Superintendent when the convention or conference is being held in a location which is reasonably understood to be impractical or inconvenient to reach by train or other accepted types of common carrier; when two or more persons are to be transported and a saving of expense to the District can be shown; when it is necessary to use an automobile at the destination on official business; or when it is necessary to make official business stops enroute. Reservations for use of station wagons will be made at least two weeks in advance.

When an employee desires to drive his car for personal convenience, authorization for payment of mileage will be secured from the Superintendent. Payment will be allowed for the use of privately owned automobiles at such rate as has been set by the Board of Trustees. The current rate is given

as Appendix H.

All streetcar, ferry, taxi, and bus fares; bridge and road tolls; or parking charges incurred while on official business (or necessary in order to attend sessions) may be claimed when properly itemized on claim form.

b. Lodging

Receipts for lodging, European Plan, or board and lodging, American Plan, will be attached to the Travel Report form and will show the dates for which the charge was made.

c. Meals

Each meal will be listed by date and identified as breakfast, lunch or dinner.

d. Other Permissible Expenditures

All other reimbursable expenditures will be listed in this section, such as convention fees, porter fees, telephone, etc.

7.23 Telephone Service

Telephones will be available for Faculty use in room 1E, Coyote Point, in room 127, Delaware; and in offices in the various departments. All District telephones will be limited to use for District business. Public pay telephones will be

available for personal use.

Long distance school business calls will be placed through the College of San Mateo telephone operator. Long distance calls should not be made after 5:00 p.m., however, in the event of an emergency, the PBX Operator will be notified on the following day of any calls made after working hours. Private long distance calls will not be made on college phones.

Office telephones will not be used by students.

CHAPTER VIII

BUILDINGS AND GROUNDS

8.1 Use of College Facilities

a. Requests

(1) Requests for use of District facilities

by faculty or students of the College will be made in writing to the Office of Student Personnel at least two weeks prior to the date of the activity.

(2) Requests for the use of District facilities

by other organizations or individuals will be made in writing to the Office of the Business Manager at least two weeks prior to the date of the activity.

A use-of-facilities calendar will be maintained in the Office of Student Personnel.

b. Use Under Civic Center Act

The Business Manager will grant permission for the use of buildings and facilities to groups which qualify under the terms of the Civic Center Act.

Such use must not interfere with the use of buildings and grounds for regular college purposes. Any organization applying for the use of any District

facility under the provisions of the Civic Center Act will be required to file an affidavit attesting to the fact that neither the organization nor its members are in any way affiliated with any subversive element (as defined in the Education Code).

c. Rental Fee

No rental fee will be charged for the use of facilities except when admissions are charged (or contributions are solicited) and the proceeds are not to be expended for welfare or charitable purposes, in which case a fee will be charged to cover operational costs. Such fee will be paid to the Business Office prior to use. The schedule for rental fees is included as Appendix I.

d. User's Responsibility

Permits for use will be issued only if the applicant is willing to be governed by District policies and procedures, to safeguard and care for all property and to assume responsibility for payment for any damages.

In accordance with State law, no inflammable materials will be used as decorations, costumes, stage sets, or for any other purpose in any District facility.

e. Clean-up

Any organization planning to use District facilities must provide for the clean-up of the facilities immediately after such use.

All organizations using special decorations or materials must remove such items prior to the District custodial crew coming on the job. The District will not be responsible for any items left on the District premises.

f. Special Custodial Services

It will be the responsibility of the staff member in charge of any extra curricular activity to submit a requisition to the Business Office for any special services needed from the Buildings and Grounds Department, at least two weeks prior to the date when services are required.

g. Keys

Keys to a District building will be assigned to employees of the District only.

h. Private Commercial Use

Under no circumstance will any instructor countenance the use of any District facility for private commercial production purposes.

8.2 Use of Swimming Pool Facilities

a. Lifeguard

No person or group will use the swimming pool unless a lifeguard (holder of a Red Cross Life Saving Certificate) is on duty.

For all classes during the regular school year involving class swimming or special instruction, a certificated person who is qualified to serve as lifeguard must be on duty. Periods designated as recreational swimming held after 5 p.m., or at any time on Saturdays, Sundays, or holidays, or during the school vacation periods may be supervised by any Red Cross lifeguard who need not be a member of the certificated staff.

b. Suits and Towels

During all swimming classes students will wear their own suits, but free towel service will be provided by the College. Visitors and students in recreational swimming periods will wear their own swimming suits and provide their own towels.

c. Use Under Civic Center Act

Application for the use of the pool by special groups must be filed with the Business Manager. All provisions of the Civic Center Act will apply here

as well as for other District facilities. No group may have exclusive use of the pool during any regularly scheduled period or during times when the pool is open to the general public.

d. Use by General Public

The pool will be open to the public whenever the College program permits.

Residents of the San Mateo Junior College District will be admitted at reduced rates. Cards certifying the legal residence will be given to persons applying at the Office of Student Personnel during the hours of 8 a.m. to 4:30 p.m. on week days. On weekends application may be made to the clerk at the pool.

e. Fees for Use

Fees for use of the pool by the public are given as Appendix O.

8.3 Fire Drill Regulations

In accordance with the State law and under the direct supervision of the City of San Mateo Fire Department, the College will hold regular monthly fire drills.

Any organization using the school facilities must review the fire drill regulations included

as Appendix M, prior to such use, and adhere strictly to them.

8.4 Smoking

Because of fire hazards involved, the San Mateo City Fire Inspector and the Board of Trustees have established the following smoking regulations.

- (1) Smoking is prohibited in all buildings, except as indicated below:

On the Coyote Point Campus

Cafeteria

Student Center

Faculty Offices

Administration Building

College House

On the Delaware Campus

Associated Women Students' Lounge

Faculty Offices

- (2) All places where smoking is permitted will be adequately provided with ash trays. Under no circumstances may waste baskets or trash cans be used for ash trays.
- (3) Smoking outside of buildings will be confined to hard surfaced areas. Cigarette butts, ashes, matches, etc. will be deposited in receptacles.

- (4) There will be no smoking in any classroom at any time.

8.5 Parking

The Coyote Point campus will be closed to student and public parking Monday through Friday between 8 a.m. and 4 p.m. except by permit.

Students will park in the areas provided at the Delaware Campus and in the County parking lot by the beach at Coyote Point. The latter area at Coyote Point is reserved for student parking.

Students will walk to the Coyote Point campus from the County parking lot on the path leading from the beach to the football field. Students will not be allowed to walk along the road leading to the Coyote Point main gate.

Permits to park on campus at Coyote Point during the day will be issued to all regular District employees, certificated and non-certificated. Such permits will be secured from the Director of Student Personnel.

When space is available permits will be issued to students whose application is accompanied by a signed statement from a physician that such permit is required to avoid undue health hazard to the

student.

Visitors will be permitted on the Coyote Point Campus and will be given car identification sheets by the gateman. Students transacting school business or participating in student activities, official or otherwise, will not qualify as "visitors".

Temporary permits may be issued to students or others by the Director of Student Personnel when special circumstances necessitate the temporary transportation of materials or personnel. The period covered by such permits will not exceed one day.

All persons will obey traffic rules and parking regulations. It will be noted especially that roads and walks are to be kept clear, that no car may be left within fifteen feet of any building, and that bus loading areas are to be left entirely clear of cars. Areas marked for restricted parking may be used only as indicated.

The complete Official Parking Rules and Regulations are included as Appendix N.

8.6 Keys

Keys to the College of San Mateo property will be kept by the Supervisor of Buildings and Grounds.

At the beginning of the school year, keys will be issued to new instructors as required by their room assignments. Application for duplicate keys, or keys to spaces other than the instructor's regularly assigned room (s), will be made to the Business Office. In the event of changes of room assignment, instructors may not exchange keys, but will return them to the Supervisor of Buildings and Grounds for proper record keeping and redistribution.

Each staff member will carefully guard the keys in his possession. Staff members will not lend keys to students.

Keys issued to an employee will be considered his property for the duration of his employment. They will be returned to the Supervisor of Buildings and Grounds upon termination of employment. A charge will be made for the cost of replacement of lost keys.

8.7 Protection of School Property

It will be the responsibility of all staff members to help protect the College buildings, grounds and equipment.

Any person who wilfully damages or destroys any property belonging to the District shall be liable for the replacement or repair of such property.

The person to whom a room is assigned will be responsible for turning off the lights and closing the windows at the end of the day or whenever the room will not be in use during the succeeding hour.

Supply rooms and equipment rooms will be kept locked.

Off campus use of equipment by the staff must be approved by the Superintendent's Office.

All staff members ordering specialized equipment will make recommendations to the Business Office for the provision or safe storage and proper maintenance of such equipment.

8.8 Services

a. Buildings and Grounds

All matters requiring the services of the buildings and grounds staff will be submitted to the Business Office on regular "Request for Order" forms. Subject to administrative approval, work orders will be forwarded to the Supervisor of Buildings and Grounds for appropriate action.

(1) General maintenance, building alterations and installation of equipment (painting of rooms, construction work, etc.) shall be requested in the annual requisition, such requests to include necessary sketches and specifications.

(2) The following services will be requested on the regular "Request for Order" form:

- (a) Special custodial service (moving furniture, washing windows, etc.)
- (b) Minor maintenance (replacement of broken window, repair of furniture, etc.)
- (c) Special room arrangements (for dances, exhibits, etc.) These requests will be submitted in detail.

b. Transportation (Supplies and Equipment)

Requests for the use of any truck and driver for the moving of supplies or equipment will be made to the Business Office on a requisition form.

8.9 Rental of Off Campus Facilities

Off campus facilities may be used only with the authorization of the Superintendent. Faculty members desiring to use such facilities, except for Extended

Day classroom use, must submit their request to the Superintendent on regular "Request for Order" form.

Requisitions for Extended Day classroom off campus use will be submitted to the Superintendent through the Director of the Extended Day Division.

All such requests will be forwarded to the Business Manager for proper processing and to assure adequate insurance coverage.

APPENDIX A

SAN MATEO JUNIOR COLLEGE DISTRICT
CERTIFICATED SALARY SCHEDULE
1957 - 1958

1. In addition to the base pay shown on the schedule, allowance will be made for degrees and graduate units, as indicated below.
2. The allowable experience of a newly-hired instructor, as shown in Column 1, will determine his place on the schedule. Allowance for degrees and units will be made.

Years of Experience Allowed	Step	Basic Salary
0, 1, or 2	1	\$5000
3 or 4	2	5300
5 or 6	3	5600
7 or 8	4	5900
9 or 10	5	6200
11 or 12	6	6500
13 or 14	7	6800
15 or 16	8	7100
17 or 18	9	7400
19 or 20	10	7700
21 or 22	11	8000
23 or more	12	8300

GRADUATE UNIT AND DEGREES ALLOWANCE

	15 Units	30 Units	45 Units	60 Units
A. B.	\$100	\$200	\$300	\$400
M. A.	--	300	400	500
Ph. D.				\$750

APPENDIX B

SAN MATEO JUNIOR COLLEGE DISTRICT
EXTENDED DAY SCHOOL CERTIFICATED SALARY SCHEDULE
1957 - 1958

Years of Experience Allowed	Step	Annual Salary	Lecture-B2 1957--1958	Lab-G 1957-1958	Field-E 1957-58
0, 1, or 2	1	5,000	5.34	4.63	3.47
3 or 4	2	5,300	5.66	4.91	3.68
5 or 6	3	5,600	5.98	5.19	3.89
7 or 8	4	5,900	6.30	5.46	4.10
9 or 10	5	6,200	6.63	5.74	4.31
11 or 12	6	6,500	6.94	6.02	4.51
13 or 14	7	6,800	7.27	6.30	4.72
15 or 16	8	7,100	7.59	6.57	4.93
17 or 18	9	7,400	7.91	6.85	5.14

1. Instructors employed during 1957-58 will be allowed experience credit on the basis shown in column one above, and will then be moved horizontally to the step shown in column two.
2. Experience credit is allowed year for year for all previous teaching experience. One year of experience credit is allowed for each two years of practical experience related to the subject taught.

APPENDIX C

SAN MATEO JUNIOR COLLEGE DISTRICT
ADMINISTRATIVE SALARY SCHEDULE
1957 - 58

I. DIRECTORS

Step	1956-57	1957-58
1	\$8,000.	\$9,000.
2	8,500.	9,500.
3	9,000.	10,000.
4	9,500.	10,500.
5	10,000.	11,000.

Directors shall receive six weeks vacation annually, four of which will be taken during the summer, one during the Christmas holidays, and one during Easter holidays.

II. COORDINATORS

Coordinators who are full time administrative officers shall receive teaching salary plus \$700. Coordinators on less than full time administrative positions shall receive teaching salary plus \$350. In the Extended Day Division, full time administrative personnel, other than the director, shall receive teaching salary plus \$350. Coordinators shall serve a regular teaching year plus one additional week before school begins and one additional week at the conclusion of the school year.

III. DEPARTMENT CHAIRMEN AND HEAD LIBRARIAN

Department Chairmen and Head Librarian shall receive teaching salary plus the following increments:

Department chairman plus 4 teachers (full time equivalents)	\$300.
Department chairman plus 9 teachers	400.
Department chairman plus 14 teachers	500.
Department chairman plus 19 teachers	600.
Department chairman plus 24 or more teachers	700.

APPENDIX D

SAN MATEO JUNIOR COLLEGE DISTRICT

CERTIFICATED SUBSTITUTES SALARY SCHEDULE
1957 - 1958

Per Lecture Hour	\$8.50
Per Laboratory Hour	6.50

APPENDIX E

SAN MATEO JUNIOR COLLEGE DISTRICT
CLERICAL SALARY SCHEDULES
1957 - 1958

Beginning salary for six month probationary period to be \$10.00 less than salary step rate.

Years	Class A	Class B	Class C	Class D	Class E
Base	260.00	266.00	274.00	305.00	442.00
1 year	272.00	288.00	296.00	328.00	463.50
2 years	294.00	310.00	318.00	350.00	489.25
3 years	316.00	332.00	340.00	373.00	515.00
4 years	338.00	354.00	362.00	396.00	
5 years		366.00	389.00	428.00	

Credit for outside experience (experience to be counted must be within five years of employment in the District).

Less than two years	0 step on scale
Two to five years	1 step on scale
Five or more years	2 steps on scale

Class A

Junior Clerk
Typist Clerk
Jr. Attendance Clerk
Jr. Registrar Clerk
Jr. IBM Operator
Jr. Librarian Clerk
Jr. Machine Bookkeeper
and Payroll Clerk
Jr. Order Clerk

Class B

Senior Clerk
Director's Clerk
Sr. Attendance Clerk
Sr. Registrar Clerk
Sr. Librarian Clerk
Switchboard Operator
Sr. Order Clerk
Sr. Machine Bookkeeper
and Payroll Clerk
Sr. IBM Operator

Class C

President's
Secretary

Class D

Superintendent's
Secretary
Business Manager's
Secretary

Class E

Head Librarian Clerk
(first step only)
Financial Secretary
and Student Store
Manager Associated
Students

Blue Cross Insurance Policy for employee paid by the District.

APPENDIX F

SAN MATEO JUNIOR COLLEGE DISTRICT
SALARY SCHEDULE - BUILDINGS AND GROUNDS DEPARTMENT
1957 - 1958

	Custodians, Gardeners and Gateman	Night Gateman
Base	347.00	311.00
After 6 months	357.00	311.00
After 1 year	369.00	322.00
After 2 years	381.00	334.00
After 3 years	393.00	346.00
After 4 years	405.00	357.00
After 5 years	417.00	369.00
	Overtime rate of pay for custodians, gardeners and gate- men \$3.00 per hour	Overtime rate of pay for gateman \$2.50

Blue Cross Insurance Policy for employee paid by the District.

APPENDIX G

SAN MATEO JUNIOR COLLEGE DISTRICT
PART-TIME STUDENT ASSISTANT SALARY SCHEDULE
1957 - 1958

	<u>Clerical</u>	<u>Laboratory Assistants</u>
Base	.90	.90
Maximum	1.20	1.45

Ten cents an hour is added to base pay for each semester of experience within the maximum for each classification.

APPENDIX H

SAN MATEO JUNIOR COLLEGE DISTRICT
RATE OF REIMBURSEMENT FOR AUTOMOBILE MILEAGE
1957 - 1958

For the fiscal year 1957-1958 the rate will be \$.08
per mile.

APPENDIX I

SAN MATEO JUNIOR COLLEGE DISTRICT
FEES FOR USE OF COLLEGE FACILITIES
1957 - 1958

1. Use of facilities under Civic Center Act

a. No charge

2. Use of facilities by outside organizations

a. When admissions are charged or contributions are solicited:

(1) Use of classrooms, Monday through Thursday, \$10.00 per evening not to exceed two hours use.

(2) Use of classrooms on other days, \$12.50 per evening not to exceed two hours use.

Additional charge will be made for more than two hours use at the rate of \$4.00 per hour.

(3) Use of gymnasium, \$25.00 per evening, not to exceed three hours use.

(4) Use of College House, \$12.50 per evening, not to exceed three hours use.

(5) All above rates include services of one custodian. If additional custodial service for heating, parking or any other purpose is required, an additional charge of \$3.00 per hour will be made for each full hour or major fraction thereof.

b. Use by groups not classified under Civic Center Act but not charging admissions or soliciting contributions.

(1) Actual cost to the District at the rate of \$3.00 per hour per man for custodial services and supervision; \$1.50 per hour for lights, heating, etc.

APPENDIX J

COLLEGE OF SAN MATEO

LIST OF APPROVED MEETINGS WHICH CARRY FACULTY
PROFESSIONAL IMPROVEMENT UNIT CREDIT

	<u>Maximum Allowed Units</u>
College of San Mateo Faculty Meeting, September	4
Northern California Junior College Conference, Fall	3
Northern California Junior College Conference, Spring	3
Evening Meeting of In-Service Series	2
American Association for Health, Physical Education and Recreation	4
American Association of Junior Colleges Conference	4
American Association of Teachers of Spanish and Portuguese	4
American Historical Society	4
American Institute of Electrical Engineers	1
American Institute of Planners	1
American Physical Society	4
American Psychological Association	4
American Society for Engineering Education	4
American Society of Mechanical Engineers	1
Annual Art Exhibit	1
Bay Area Business Education Forum	1
California Agricultural Teachers' Association	4
California Association For Health, Physical Education and Recreation	4
California Association of Adult Education Administrators	4
California Association of Secondary School Administrators	4
California Association of Teachers of English	4
California Aviation Education Association	4
California Business Education Association	4/day
California Conservation Council's Institute on Progress in Conservation	4
California Educational Research Association	4
California Industrial Education Association	4/day
California League of Nursing	4
California Library Association	4
California Psychological Association	4
California Speech Arts Association	1

	Maximum Allowed Units
California State Nursing Association	4
College English Teachers Association of the Bay Area	4/Fall 4/Spring
Conference of Health, Physical Education and Recreation Teachers of Junior College	2
Foreign Language Association Northern California	4
Geological Society of America	4
Institute of Radio Engineers	4
Junior College-University Conference on Home Economics	4
LeConte Geological Society	2
Liaison Meetings between Junior Colleges and other educational institutions in various educational fields	To be assigned.
Mathematics Association of America	4
Mental Health Society, San Mateo County	1
Modern Language Association, Bay Area	4
Monthly Meetings of the Santa Clara Section of the American Chemical Society	1
National Dental Meeting	4
National, State, and Local Junior College Conferences and Meetings in various subjects	To be assigned.
Northern California Branch Public Health Association	4
Northern California Junior College Music Association	4
Northern California Mathematics Council	4
Northern California Political Science Teachers Association	4
Pacific Historical Association	4
Pacific Southwest Association of Chemistry Teachers	4/day
Peninsula Geological Club	1
Phi Delta Kappa	1
Peninsula Library Association	1
Physicians and Schools	1
San Francisco Zoological Society	1
School Library Association	4
Stanford Alumni Conference	2
Western College Association	4
Western Economic Association	4
Western Society for Physical Education of College Women	4

APPENDIX K
CONSTITUTION
OF THE
ASSOCIATED STUDENTS, COLLEGE OF SAN MATEO

Preamble

We, the students of the College of San Mateo, in order to promote the general welfare of the students, to guarantee equality of opportunity among the students, to offer an experience in the practice of American democratic government, to encourage student participation, planning and direction of student activities as permitted under the School Code of the State of California and the legal rules and regulations of the Board of Trustees of the College of San Mateo, do ordain and establish this Constitution of the Associated Students of the College of San Mateo.

ARTICLE I

Name, Purpose, and Membership

Section 1. The name of this Association shall be "The Associated Students of College of San Mateo".

Section 2. The purpose of this Association shall be to furnish a framework of government under which the student groups, clubs and organizations may be coordinated, harmonized and integrated.

Section 3. All registered students carrying ten (10) units or more or possessing a student activity card at the College of San Mateo shall be members of this Association.

ARTICLE II

Officers and Duties

Section 1. The elected officers of this Association shall be: President, Vice-President, Secretary, Treasurer, President of the Associated Women Students, President of the Women's Recreation Association, President of the Men's Recreation Association,

presidents of the several classes, and the members of Judicial Council. (Amended March 2, 1955)

Section 2. The elective officers of this Association shall serve for a term of one semester.

Section 3. The President of this Association shall:

- a. Carry out the provisions of this Constitution.
- b. Preside as the Chairman of the Student Council and this Association.
- c. Place all names of nominees for appointive positions before the Student Council for ratification.
- d. Call a meeting of the low freshman class within the first two weeks of each semester for the purpose of extending the courtesy of the Associated Students and organizing the class.
- e. Represent the Associated Students at all official functions.
- f. Appoint the Chairman of all the Standing Committees on or before the fourth regular meeting of the Student Council. (Amended May 23, 1956)
- g. Appoint all such special officers as may be deemed necessary by the Student Council.
- h. Perform such other duties as may be specified for the President in Robert's Rules of Order, Revised Edition.

Section 4. The Vice-President of this Association shall:

- a. Assume the duties of the President during his absence and succeed to office upon the resignation or disqualification of the President.
- b. Preside as chairman of the Associated Clubs Cabinet.
- c. Act as coordinator between the Student Council and the Associated Clubs Cabinet.

Section 5. The Secretary of this Association shall:

- a. Be the official recorder of this Association and the Student Council.
- b. Be official custodian of all records of this Association, the Student Council and member organizations.
- c. Prepare and post the minutes of the meetings of this Association, the Student Council on the official bulletin boards within three (3) school days after each meeting.

Section 6. The Treasurer of this Association, with the approval of the Student Council Adviser, shall:

- a. Present for approval to the Student Council the tentative (proposed) budget for the semester for final approval on the fourth week of the semester. (Approval requires two-thirds majority vote.) (Amended May 23, 1956)
- b. Make monthly reports of all income and expenditures of this Association to the Student Council.
- c. Collect all monies as may be authorized by the Student Council. (Amended May 23, 1956)
- d. Verify and sign all requisitions for the disbursement of funds of this Association according to the budgets established by the Student Council and subject to the limitations of the Financial Code as approved by the Board of Trustees of the College of San Mateo. (Amended May 23, 1956)
- e. Promote the sale of student activity cards.

ARTICLE III

Student Council

Section 1. The Student Council shall consist of the following: President of this Association, Vice-President of this Association, President of the Associated Women Students, President of the Associated Men Students, President of the Women's Recreation Association, President of the Men's Recreation Association, and the presidents of each of the several classes, each entitled to one vote on the Student Council. The Chairman of each Standing Committee shall be a "non-voting" member of the Student Council.

Section 2. The Student Council shall act as the executive and legislative body of this Association and as such shall:

- a. Hold weekly meetings throughout the college year, and such special meetings as may be called by the Chairman. Notice of special meetings shall be posted on official bulletin boards forty-eight (48) hours prior to the called meeting.
- b. Hear reports of all officers and committee chairmen of this Association.
- c. Require all officers and members of this Association to comply with the provisions of this Constitution.

- d. Make temporary interim appointments to fill vacancies on the Student Council (excluding A.W.S. and A.M.S., W. R. A. and M.R.A.) and the Judicial Council (by two-thirds approval of the Student Council) created by disqualification, resignation, or other causes. (Amended May 23, 1956)
- e. Consider for ratification the nominees of the President to all appointive positions.
- f. Review all requisitions from this Association's funds.
- g. Abide by the parliamentary procedure as set forth in Robert's Rules of Order, Revised Edition.
- h. Have the power to take such action as they may believe necessary and proper to carry out the functions of student government which does not conflict with this Constitution. (Amended May 23, 1956)
 - 1. Such action shall be in one of two forms:
 - a. Statutes, which shall be binding until revoked by subsequent action of the Student Council.
 - b. Resolutions, which shall be binding for the current semester unless revoked.

Section 3. A quorum shall consist of a majority of the voting members of the Student Council.

Section 4. No member of the Student Council shall hold more than one office concurrently in any one semester. (Amended January 9, 1956)

Section 5. No action shall be taken by the Student Council which violates the laws of the State of California, of which the Education Code is a part, or the rules and regulations set forth by the Board of Trustees of the San Mateo Junior College District.

Section 6. There shall be a Parliamentarian, appointed by the President of this Association and approved by the Student Council, who shall serve for one semester, and whose duty it shall be to assist and advise the Chairman of the Student Council on questions of interpretation of parliamentary procedure as is set forth in Robert's Rules of Order, Revised Edition. (Added October 1, 1954)

- a. The Parliamentarian shall during his tenure of appointment comply with Article VII, Section 5, of this Constitution. (Added October 1, 1954)

ARTICLE IV

Initiative and Recall

Section 1. Legislation may be initiated by petition when signed by ten percent (10%) of the membership of this Association.

- a. Whenever a legislative petition is duly signed and presented to the Student Council, it shall be the duty of the Student Council to call a general election on the measure within the ten (10) school days after the presentation of the petition. A majority of the vote cast in the general election shall decide.

Section 2. Elective officers of this Association may be removed by special election. Such action may be initiated by petition of ten percent (10%) of the membership of this Association. When such a petition is presented to the Student Council, they shall call a special election of the general membership to decide the issue within ten (10) school days after presentation of the petition. Two-thirds ($\frac{2}{3}$) of the votes cast in the special election shall be necessary for removal.

ARTICLE V

Judicial Council

Section 1. The Judicial Council of this Association shall consist of seven members elected at large from the Student Body at the time of the General Election. (Amended March 2, 1955)

Section 2. The Chairman of the Judicial Council shall be elected from their own membership by the members of the Judicial Council.

Section 3. The duties of the Judicial Council shall be:

- a. To consider the constitutionality of all contested acts of the Student Council, the officers of this Association while executing their duties

and/or the member organizations of this Association and to declare null and void all acts deemed unconstitutional. (Amended May 23, 1956)

- b. To review all Constitutions of clubs and other organizations and pass upon their constitutionality, and, if they are approved, submit them to the President of the College.

Section 4. Any member of this Association may contest the constitutionality of any legislation by submitting a question of constitutionality in writing to the Judicial Council.

- a. The Judicial Council shall render a decision in writing to the Chairman of the Student Council within ten (10) school days after submission of the question.
- b. Majority opinions of the Judicial Council shall be binding.
- c. No member of Judicial Council may hold an office in any club, organization, or association.
(Added May 23, 1956)

ARTICLE VI

Standing Committees

Section 1. There shall be the following Standing Committees: Socials, Assemblies, Rules, Student Union Room, Publicity, Welfare, Elections, Rally, Public Relations, and Homecoming. (Amended May 23, 1956)

Section 2. The Chairman of each of these committees shall appoint sufficient members to his committee to carry out its functions.

Section 3. The functions of these committees shall be as follows:

- a. The Social Committee shall plan and assist with all social events of this Association.
- b. The Assemblies Committee shall plan and administer the program of assemblies.
- c. The Rules Committee shall make recommendations to the Student Council concerning the operational procedure of the Student Council.
- d. The Student Union Room Committee shall assist in the operation and improvement of the Student

Union Room.

- e. The Publicity Committee shall be charged with the publicity for school activities within the College and to the public with the approval of the Director of College-Community Relations.
- f. The Welfare Committee shall plan and supervise all welfare and/or charitable programs involving this Association.
- g. The Election Committee shall plan and supervise all elections, shall enforce all regulations pertaining to elections, and shall count the ballots.
- h. The Rally Committee shall plan and arrange for all student body rallies, and shall foster and promote a wholesome school spirit at athletic contests.
- i. The Public Relations Committee shall be responsible for those activities which fall under its auspices and for creating good will between the communities and the College of San Mateo. (Added February 15, 1956)
- j. The Homecoming Committee shall plan all Homecoming events in co-ordination with the Director of College-Community Relations and the Alumni Association. (Added May 23, 1956)

Section 4. The term of office for the Chairmen of the Standing Committees shall be for one semester with the exception of the Homecoming Chairman who shall be appointed in the Spring semester and shall serve for two consecutive semesters. (Amended May 23, 1956)

Section 5. All activities of the Standing Committees shall be carried out under the guidance of appropriate faculty advisors and the Office of the Director of the Student Personnel.

ARTICLE VII

Elections and Nominations

Section 1.

- a. Elections of student body officers shall be by secret ballot.
- b. Regular elections shall be held once each semester at least two weeks prior to final examinations.
- c. Special elections may be called by the Student Council.

- d. Election polls shall be open at 9:00 a.m. and remain open until 3:00 p.m. on each existing campus.

Section 2. No candidate for office shall serve as an election official for an election in which he is a candidate.

Section 3. A candidate shall be elected to an office when he has received a majority of the votes cast. In case a majority is not received by any candidate in the primary election, the two candidates receiving the largest number of votes for each office shall run in the final election. A majority of the votes cast shall decide.

Section 4. All candidates for office shall:

- a. Be in regular attendance.
- b. Be registered in at least ten (10) units of work.
- c. Maintain a 1.0 grade point average, or better, in the total units in which they are registered.

Section 5. All officers upon election, and all committee chairmen upon appointment, must during their terms of office be in regular attendance, be registered in at least ten (10) units of work, and maintain a 1.0 grade point average in the total units in which they are enrolled. A grade check shall be taken by the Director of Student Personnel at the end of each mid-term period and if any elected officer and/or Chairman of a Committee does not maintain a 1.0 grade point average he will be dropped automatically from office. If at the next mid-term grade check he meets the requirements of this section, he shall be reinstated.

Section 6. A member may become a candidate for an office in this Association upon presentation of a petition signed by a minimum of twenty-five (25) members of this Association and filed with the office of the Director of Student Personnel. This petition is valid only if filed at least ten (10) school days prior to the date of the election.

Section 7. In the event that a minimum of two (2) petitions for each office are not received by the office of the Director of Student Personnel, the Student Council shall, by a majority vote, nominate eligible candidates

to fill the required minimum of two.

Section 8. Any student who is found guilty of voting twice or illegally in any general or special student body election shall for the remainder of his stay at the College of San Mateo forfeit the privilege of voting in student body elections. (Added January 12, 1955)

Section 9. All candidates for Associated Student Body offices shall comply with all the Election Procedures as prescribed by the Elections Committee and violators of said procedure shall be subject to any disciplinary action which the Council deems necessary which may consist of the removal of the candidates' name from the ballot. (Added March 2, 1955)

Section 10. The Presidents of Associated Women Students, Women's Recreation Association, Associated Men Students, and Men's Recreation Association, shall be elected by the groups they represent. (Added January 9, 1956)

Section 11. The Vice-President, Secretary and Treasurer of the Associated Women Students, Women's Recreation Association, Associated Men Students, and Men's Recreation Association, shall be nominated and elected by the groups they represent. (Added January 9, 1956)

ARTICLE VIII

Clubs and Organizations

Section 1. All clubs and organizations formed by the students of the College of San Mateo and using college material, name, or funds shall come under the jurisdiction of the Student Council.

Section 2. Any club or organization drawing funds or materials from this Association, involved in fund raising events, collecting dues, or taking part in activities sponsored in full or part by this Association shall be considered an Associated Students organization.

Section 3. Any club desiring to take part in the sponsored activities must hold membership in the Associated Clubs Cabinet.

Section 4. Students shall obtain approval of new organizations, from the Judicial Council and the President of the College of San Mateo.

Section 5. Any club or organization of the Associated Students may cause its members to pay dues, subject to the approval of the Student Council. Such funds are to be collected and deposited in the treasury of the Associated Students and credited to the account of the organization or club. Funds may be withdrawn only with the permission of the appropriate faculty advisor and the club or organization.

ARTICLE IX

Financial Procedures

Section 1. All monies received by any student organization shall be deposited immediately into the treasury of the Associated Students and credited to the account of that organization.

Section 2. All committees and organizations of Student Council which receive Associated Students funds shall on or before the 3rd week after the opening of the semester submit to the Treasurer of this Association an itemized budget for the current semester. (Amended May 23, 1956)

Section 3. The Student Council of this Association shall:

- a. Require the Treasurer to verify and sign all requisitions drawn against money appropriated for Associated Student activities by the Board of Trustees.
- b. Require the Treasurer to verify and sign all requisitions drawn against student funds.
- c. Initiate any and all requests for grants-in-aid from the Board of Trustees for the Association's activities.
- d. Determine fees for student activities.
- e. On the fourth week of each semester give final approval of the current proposed budget. (Added May 23, 1956)

Section 4. The Spring Semester Treasurer shall submit a proposed budget for approval to the Student Council and to the President of the College in the last week

in April. This proposed budget is to cover:
(Amended May 23, 1956)

- a. Estimated income from activities to be held during the following year.
- b. Estimated expenses for activities to be held during the following year.
- c. Proposed Associated Student dues for activity cards.
- d. Proposed financial support from income derived from activity cards.
- e. Request for financial support, if deemed necessary, from the Board of Trustees.
- f. Estimated income from the following sources:
(Added May 23, 1956)
 - (1) Balance from previous year.
 - (2) All authorized profits from Associated Students Store from previous year.
 - (3) Miscellaneous income.

ARTICLE X

Ratification

Section 1. This constitution shall be in force when a majority of the eligible student voters of the College of San Mateo, consisting of those enrolled in ten (10) units of work or possessing a student activity card, have ratified it.

Section 2. The officers elected for Fall, 1954, under the Constitution of the Associated Students of the College of San Mateo shall assume their duties under this constitution for one semester. The Athletic Manager and the Rally Commissioner shall be entitled to one vote on Student Council.

ARTICLE XI

Amendments

Section 1. This constitution may be amended by a three-fourths ($3/4$) vote of the vote cast in any general or special election. Amendments may be proposed by a two-thirds ($2/3$) vote of the Student Council or by a petition signed by ten percent (10%) of the members of this Association.

Section 2. No proposed amendment to this Constitution may be placed on the ballot unless it has been passed by Student Council or signed by the required number of signatures at least ten (10) school days prior to the election date and has been placed in the school paper, the issue prior to the election. (Added February 15, 1956)

APPENDIX L

COLLEGE OF SAN MATEO
 ASSOCIATED STUDENT ACCOUNTS AND TRUST FUNDS
 1957 - 1958

TRUST FUNDS OR CLUBS

A Capella Choir
 Adult Drama
 Alpha Eta Rho
 Architecture
 A.W.S.-W.R.A. Ski
 Business
 Chemistry
 Cosmetology
 Dance Band
 Education
 Engineers
 Engineers' Scholarship
 Epsilon Delta
 French Club
 Hillbarn Summer Theatre
 Honor Society-Alpha Gamma Sigma
 Horticulture
 International
 Language Loan
 Players
 Pre-Med
 Press
 Psychology
 Student "Y"
 Studio Account - Inactive
 Swimming
 Varsity-Inactive
 Veteran's
 Vocational Nursing
 Writers Conference

ADVISORS

Mr. Roehr
 Mr. Rolph
 Mr. Van Vliet
 Mr. Paulsen
 Mrs. Weston and Miss Burton
 Mr. Leebhoff
 Miss Schlueter
 Mrs. Bush
 Mr. Young
 Dr. Taggart
 Mr. Kusich
 Mr. Paulsen
 Mrs. Trimble
 Miss Herrington
 Mr. Brauns
 Miss Jennings
 Mr. Edwards
 Mr. Shinn
 Dr. Sharp
 Mr. Ellett
 Mr. Elkins
 Mr. McAllister
 Mr. Saxton
 Mr. Goss
 None
 Miss Burton
 None
 Mr. Wallace and Mr. Ames
 Miss Crowley
 Mr. Prochaska

APPENDIX M

COLLEGE OF SAN MATEO
COYOTE POINT CAMPUS
FIRE REGULATIONSINSTRUCTIONS TO STUDENTS

THE SIGNAL IN THE EVENT OF FIRE WILL BE THREE SHORT BLASTS, FOLLOWED BY A SHORT PAUSE, THEN THREE SHORT BLASTS, PAUSE, ETC., REPEATED FOR A PERIOD OF AT LEAST ONE MINUTE.

THIS SIGNAL WILL BE SOUNDED ON THE SCHOOL FIRE ALARM SYSTEM.

When the fire signal is sounded:

1. All personnel will immediately leave the building in which they are located BY THE NEAREST EXIT.
2. All personnel will move at least 20 feet away from any building.
3. Upon direction from faculty or designated staff, all personnel will WALK off the campus.
4. NO CARS PARKED ON THE CAMPUS MAY BE IN ANY WAY MOVED UNTIL THE ARRIVAL OF THE FIRE AND POLICE DEPARTMENTS WHO WILL DIRECT THE REMOVAL OF AUTOMOBILES FROM THE CAMPUS.

After leaving the campus on foot, automobile owners may report to the main gate for instructions regarding the moving of cars parked on campus.

5. In the event of a fire drill, faculty or designated staff will instruct all personnel to remain at least 20 feet away from any building until one long ring of the class bell system indicates ALL CLEAR, at which time normal activities may resume.

COLLEGE OF SAN MATEO
COYOTE POINT CAMPUS
FIRE REGULATIONS

INSTRUCTIONS TO THE FACULTY AND STAFF

Each faculty member and each member of the non-certificated staff will familiarize himself with the location of fire extinguishers, telephones, and exits in the vicinity of each classroom in which he teaches or each area he occupies.

Each employee of the District will be instructed in the use of fire extinguishers, in the elements of preliminary fire fighting, and in the principles of fire prevention.

Each employee of the District will familiarize himself with the procedure in the event of fire, and with the following supplementary instructions.

Upon discovery of a fire:

1. The fire will be reported to the switchboard operator by phone, AND BY MESSENGER. (The switchboard operator will immediately report the fire to the San Mateo Fire Department and to Dr. Bortolazzo, Mr. Morse, Dr. Taggart or some other designated person in the event of their absence. Any one of these persons may sound the fire signal.)
2. If in the best judgment of the person first locating it, a fire can be effectively fought with a fire extinguisher, the alarm should first be sounded and then the nearest extinguisher used.

Each faculty member will be responsible for the immediate evacuation of any area in which he is teaching, or otherwise engaged, and for the closing of ALL WINDOWS AND DOORS IN SUCH AREA.

Particular care should be taken that physically handicapped persons are accompanied out of (or back into) the building.

Building fire monitors will check each building for which they are responsible to see that all areas are evacuated and that all windows and doors are closed.

Building fire monitors are responsible for appointing deputies to act in their stead when they are not present.

Building fire monitors will be appointed annually by the Director of Student Personnel.

COLLEGE OF SAN MATEO
DELAWARE CAMPUS
FIRE REGULATIONS

INSTRUCTIONS TO STUDENTS

THE SIGNAL IN THE EVENT OF FIRE WILL BE THREE SHORT BLASTS, FOLLOWED BY A SHORT PAUSE, THEN THREE SHORT BLASTS, PAUSE, ETC. REPEATED FOR A PERIOD OF AT LEAST ONE MINUTE.

THIS SIGNAL WILL BE SOUNDED ON THE SCHOOL ALARM SYSTEM.

When the fire signal is sounded:

1. All personnel will immediately leave the building in which they are located BY THE NEAREST EXIT.
2. All personnel will move at least 100 feet away from any building.
3. Upon direction from faculty or designated staff, all personnel will WALK off the campus.
4. NO CARS PARKED ON THE CAMPUS MAY BE IN ANY WAY MOVED UNTIL THE ARRIVAL OF THE FIRE AND POLICE DEPARTMENTS WHO WILL DIRECT THE REMOVAL OF AUTOMOBILES FROM THE CAMPUS.
5. In the event of a fire drill, faculty or designated staff will instruct all personnel to remain at least 100 feet away from any building until one long ring of the class bell system indicates ALL CLEAR, at which time normal activities may resume.

COLLEGE OF SAN MATEO
DELAWARE CAMPUS
FIRE REGULATIONS

INSTRUCTIONS TO THE FACULTY AND STAFF

Each faculty member and each member of the non-certificated staff will familiarize himself with the location of fire alarm boxes, fire extinguishers, telephones and exits in the vicinity of each classroom in which he teaches or each area he occupies.

Each employee of the District will be instructed in the use of fire extinguishers, in the elements of preliminary fire fighting, and in the principles of fire prevention.

Each employee of the District will familiarize himself with the procedure in the event of fire, and with the following supplementary instructions.

Upon discovery of a fire:

1. The alarm will be sounded by actuating the nearest fire alarm box.
2. The fire will be reported to the switchboard operator by phone. (The switchboard operator will immediately report the fire to the San Mateo Fire Department and to Dr. Bortolazzo, Dr. Taggart, Mr. Morse, or some other designated person in the event of their absence.)
3. If in the best judgment of the person first locating it, a fire can be effectively fought with a fire extinguisher, the alarm should be sounded first and then the nearest extinguisher used.

Each faculty member will be responsible for the immediate evacuation of any area in which he is teaching, or otherwise engaged, and for the closing of ALL WINDOWS AND DOORS IN SUCH AREA.

Particular care should be taken that physically handicapped persons are accompanied out of (or back into) the building.

Upon leaving a building, all persons will move to a distance of 100 feet from the building.

APPENDIX N

COLLEGE OF SAN MATEO
PARKING AND TRAFFIC REGULATIONS

In accordance with the California Vehicle Code, Section 603, the following special conditions and regulations have been adopted by the Board of Trustees and shall remain in effect until revoked or revised by written notice.

(1) Driveways. All entrance roads and parking areas permitting entrance to or exit from the college campuses, and contained entirely within the limits of the legal school property, are for the purposes of these regulations declared to be driveways.

(2) Paths and Walks. All sidewalks, macadam paths, steps, and other avenues for pedestrian traffic about the college are, within the meaning of these regulations, referred to as walks.

(3) Restricted Operation of Vehicles. No vehicle shall be operated upon the walks or the grounds of the college campus except as specifically required in the maintenance and operation of the college facilities, and then only by authority assigned or by authorized vehicles.

(4) Speed Limit. No vehicle shall be operated upon the Coyote Point campus, other than emergency equipment, at a speed in excess of twenty-five (25) miles per hour, and where signs indicate a lesser speed, that speed shall be maximum. No vehicle shall be operated on the Delaware Campus of the College, other than emergency equipment, at a speed in excess of ten (10) miles per hour.

(5) Temporary Restriction of Use. The governing board or its officer reserves the right at all times to close the approaches to the campuses of the College by placing chains, barricades, or the stationing of persons to direct traffic to other areas. The presence of such diversionary devices or persons requires immediate full compliance.

(6) Identification Marker. A special identification marker, issued by the President of the College to such persons as are deemed to require special parking privileges, shall be displayed in the lower right-hand corner of the windshield and upon the back window glass of cars using

areas designated for restricted parking use. Official visitors shall be given a marker upon entrance to the Coyote Point campus which will identify their cars as being legally on the campus. No person may park, leave standing, or permit the use of a vehicle owned by such a person, upon the college campuses unless such vehicle is operated in full compliance with these regulations.

(7) Parking Areas. The parking areas on the college campuses are designated as "CP-A", "CP-B", "CP-C", "CP-D", "CP-E", "CP-F", "CP-G", and as "D-A", "D-B", "D-C", "D-E". All on-campus parking shall be confined to these areas.

(8) Use of Parking Areas. Parking areas may be used by persons as noted in the following:

- (a) The Coyote Point Campus is CLOSED TO STUDENT PARKING Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m. No vehicle shall be allowed on the Coyote Point Campus without a proper identification marker between the hours of 8:00 a.m. and 4:00 p.m.

Students driving cars to Coyote Point shall park in the County-owned parking lot to the northwest of the campus by the Coyote Point beach.

- (b) Areas "CP-A", "CP-B", "CP-F", "CP-G" and "D-B" and "D-D". Reserved at all times for the use of the administration, faculty, staff, and specially designated guests, as may be assigned to designated areas. NO STUDENT PARKING AT ANY TIME, except as provided in section c, below.
- (c) Night Student Parking. During night college hours (after 4:00 p.m.), student and public parking is permitted at Coyote Point and at Delaware in the areas listed in section b above, and in section "CP-C".
- (d) Specially restricted areas. Area "CP-D" is established as an official visitors area. Visitors to the college campus on official business at the offices of the college may park in this area. Area "CP-E" is established as an official bus loading area. There shall be no other parking in this area, except as provided

in section e, below.

- (e) Commercial Vehicles. Bona fide commercial vehicles and maintenance equipment are permitted entry to and parking upon the college driveways and parking areas as their business requires, but not in violation of posted signs and painted curb and other markings. When necessary in the performance of required business, commercial vehicles may park for loading and unloading purposes in Area "CP-E". Such vehicles shall strictly observe the bus loading area and keep it clear at all times.
- (f) Legal Identification Colors. In accordance with the California Vehicle Code, Section 472, the following colors are displayed on the college campuses.

RED	No stopping, standing or parking, whether the vehicle is attended or unattended.
YELLOW	Stopping, standing only for the purpose of loading or unloading of passengers or freight.
GREEN	Restricted by local regulation to use of vehicles bearing identification markers, as prescribed in section d, above.

APPENDIX O

SAN MATEO JUNIOR COLLEGE DISTRICT
FEES FOR USE OF SWIMMING POOL
1957 - 1958

Residents of the District

Persons under 18 years of age \$.25

Persons over 18 years of age \$.50

Out - of - District Patrons

Persons under 18 years of age \$.50

Persons over 18 years of age \$1.00

CHAPTER IV

SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

I. GENERAL SUMMARY

The problem that was the basis for this thesis was to determine what policies and procedures for the effective operation of a California junior college district should be clearly defined and made available in written form to all persons directly and indirectly concerned.

It was decided that the San Mateo Junior College District could be considered as a typical junior district for the purposes of this study, and that a policy manual would be developed for that district in the process of the study. During the development of the manual an attempt was made to answer such questions as what are the general areas that should be included in a policy manual; what format will best serve the needs of a school district policy manual; to what extent can the development of the manual be a cooperative project of the board, the administration, and the staff of the school; can a policy manual be completely free of administrative rules and regulations; and can one policy manual be developed to fill the needs of all school districts of a similar kind.

Prior to the development of the manual, it was necessary to come to an agreement with the Superintendent and the Board of Trustees as to the extent that it would be desirable to have the operation of the District governed by written policies and procedures, and to what extent the administration should be allowed freedom of operation.

It was found that literature relating to school district policy manuals was not too abundant with the exception of articles in periodical literature expressing the need for such manuals. Several texts on school administration contained a section about district policies, however these were rather repetitious in content. They also discussed the need for written policies and offered guiding principles to be used in their development, and it was generally agreed by the authors that the policies should be arranged in chapters in accordance with their function.

It was evident that although in the past ten years there has been considerable thought devoted to the need for written policy manuals, little had been done to develop them prior to the last five years.

During the last five years, approximately one-half of the California districts having junior colleges have

produced at least a preliminary policy manual.

The first step in the actual development of the manual for the San Mateo Junior College District was to prepare an outline in terms of the number and content of the chapters. Using this outline as a guide, a working draft of the manual was compiled with policies obtained from the various offices of the District, the current literature on the subject, and the manuals of twenty-nine California junior college districts and districts having junior colleges.

Each section of this first draft was checked with the Education Code for legality, and was subjected to a critical review by the staff members directly concerned with it. These persons were invited to submit recommendations and corrections which were appraised and, in some cases, followed in subsequent revisions.

The last revision was submitted to the Board of Trustees through the Superintendent for its study and criticism. The suggestions of the Board were acted upon, and the final draft was approved by that body.

II. CONCLUSIONS AND RECOMMENDATIONS

After having completed a rather comprehensive study of the policy manuals of some twenty-nine school districts of California having junior colleges, and having worked

approximately ten months on the development of a policy manual for the San Mateo Junior College District, the investigator has arrived at the following conclusions and recommendations:

1. Every school district should have a written policy manual and due to the great differences in district organization and personnel, each district must prepare its own manual to fit its own needs.
2. The policy manual of a school district must define the general boundary within which the school shall function; however, it shall not take the place of, nor hinder, good administration.
3. The policy manual must be made available to, and understood by, all persons concerned.
4. The policy manual, to be effective, must grow out of cooperative effort on the part of the board, the administration, and the staff of the district.
5. The policies should be separated into chapters in accordance with their function in the operation of the specific district.
6. The policies should be worded in such a way as to avoid any possible misinterpretation.
7. The policies must be in exact accord with the statute laws.

8. Policies should be made for only those situations that exist in the district.
9. The policy manual should be thoroughly revised at least annually for a period of two or three years, and thereafter as deemed necessary. It must not be allowed to become obsolete due to changes in the Education Code, the Rules and Regulations of the State Board of Education, the educational program of the district, the administrative organization, or any other such change. Any policy that can not be strictly adhered to must be immediately revised or rescinded for failure to comply with one policy will tend to breed a lack of respect for all of the policies.

To facilitate necessary changes it is suggested that the manual be loose-leaf and numbered in a decimal system to allow for the insertion and deletion of sections without complete revision of the entire numbering system.

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APPENDIX

LETTER SENT TO
CALIFORNIA JUNIOR COLLEGES
REGARDING POLICY MANUALS

Mr. John Doe President
California Junior College
Somecity, California

Dear Sir:

The College of San Mateo is preparing to write a set of rules and regulations to cover district policies and procedures. Will you help us by sending a copy of any material you may have of this nature for your institution.

Sincerely yours,

P. B. Morse
Administrative Assistant