

Adams Elementary School / Non - District Organization Handbook

Adams Mission

Our mission is for all students to develop a love of learning in a safe, engaging and supportive environment. We will prepare students to be productive citizens who practice respect, collaboration and honesty.

Site demographics

Grades Served: UTK–5th Grade

Total Enrollment (UTK–5): 289 students

Preschool–5th Grade Enrollment: 342 students

Student Demographics:

- 75.8% Socioeconomically Disadvantaged
- 27% English Learners
- 0.7% Foster Youth
- 21% Students with IEPs
- 10% Unsheltered or Doubled-Up Students

Purpose of collaboration with non-district organization

Events and activities involving non-district organizations, including but not limited to Foundations, Booster Clubs, Parent Organizations and other non-district organizations must align with the Adams Elementary mission and aim to enrich the educational experience of **all** Adams Tigers. These events must be **accessible to all students and families without financial barriers**.

Annual Meeting

Per Administrative Procedure 9325, the following documents must be submitted to the school prior to the beginning of each school year:

- A copy of the organization's IRS Determination Letter or Certificate of Nonprofit Status (Section 501(c)(3))
- Names, addresses, and phone numbers of all organization officers, along with a brief description of their responsibilities

An annual meeting will be held before the start of the school year to review relevant district policies on Foundations, Booster Clubs, and other non-district organizations.

Committee Meetings / Proposals

- The President of the non-district organization must submit an event or project proposal to the Principal **at least two months** in advance of any planned or unscheduled event or project. This requirement ensures that the President has reviewed the proposal and that it aligns with school goals and policies before submission.
- All proposals must meet the requirements outlined in this handbook and align with the mission of Adams Elementary. Once submitted, the Principal will provide written or verbal feedback, if necessary, to the President of the non-district organization.

- Before granting final approval, the Principal may request a meeting with the President of the non-district organization and the Committee Lead to discuss the details of the event or proposal. Final approval will be communicated to both the President of the non-district organization and the Committee Lead.

School Calendar

- All non-district organization events must be scheduled in advance according to school policy.
- Annual events must be calendared during the prior school year.
- Yearlong events require a meeting with the Principal for approval.
- Unscheduled events require **at least one month's notice** and a proposal submitted prior to the meeting with the Principal.

Facilities

General Guidelines <https://www.facilitron.com/terms/sdusd92103>

- Any event held **outside the school day** requires a facility rental request.
- Rental requests must follow placement on the school calendar.
- Events may incur a rental cost, including monthly meetings.

Facility Use Application

- Submit all facility reservations via [Facilitron](#) **at least 7 days** prior to the event.
- The district may charge a \$100 late fee if the request is made within seven days.
- District and school-sponsored events have priority over outside groups.

Principal's Role

The Principal (or designee) must approve all use of facilities and ensure compliance with district rules and local laws.

Civic Center Use

- Not allowed during instructional hours.
- Requires a site designee if the Principal is unavailable during the event.
- All approved groups must provide custodial/security support as needed.

Free Facility Use

- Parent organizations (PTA, PTO, school foundations) may qualify for free use of facilities when:
- Funds raised support the district or students directly
- No third-party vendors are used unless a signed Third-Party Fundraising Form is submitted
- The event is not considered a student enrichment program

Fundraising

General Rules

- Fundraisers must be organized by verified nonprofit organizations.
- School and non-district organization finances must remain separate.
- The school district's tax ID cannot be used by non-district groups.

Approval Process

- Principal approval is **required before** advertising any fundraiser.
- Violating this rule may disqualify future fundraising efforts.
- **One month's notice** is required, including **flyers in English and Spanish**.
- **Only one fundraiser per month** is allowed.
- School/grade-level fundraisers have priority and must not overlap.
- No student or family will be excluded from school-day events due to financial constraints.
- No student or family will be excluded from attending an event during the school day that involves fundraising.
- [Fundraising Approval Form](#)

Financial Oversight

- Income/expense reports must be provided to the school for all fundraisers.
- The district reserves the right to **audit financial records** at any time.
- District employees may not be hired without prior HR approval.
- Fundraisers during instructional time must have educational value.

Fundraising Rules Summary

- Non-district funds may be donated but must be used by student organizations once transferred.
- School-operated fundraisers must go through the school office.
- On-campus fundraising during school hours must be approved and conducted by nonpartisan, charitable groups only.
- Fundraising should target **specific goals**—not general group funds.
 - This ensures transparency, aligns with school policies, and supports initiatives that directly enrich the educational experience of Adams students.

Student Trips

- **Single-Day Trips:** Principal Approval required. [Single-Day Field Trip Packet](#)
- **Multi-Day/Out-of-State or Country Trips:** Require approval from the Principal, Area Superintendent, and Board. [Multi-Day Trip Packet](#)

Communication

Class Dojo

- Require Principal or ESA approval prior to posting.
- Posts may occur only once per week
- Must include flyers in English and Spanish
- Do not share login credentials

Flyer Distribution

- Flyers must be **approved by the Principal or designee**.
- A signed copy must be retained by the school.
- PTCO flyers may be sent home with students.
- Flyers related to **fundraising** must follow Administrative Procedures **9325 and 9326**, not (AP 9350).

Enrichment Activities

School Clubs

- Parent organizations must submit a proposal to the school principal detailing the club's purpose, activities, and objectives.
- Each club must have a certified staff member serving as the faculty advisor, who will oversee the club's activities and ensure they align with school policies.
- Clubs should focus on educational, cultural, or recreational activities that enhance student development and well-being.
- Club meetings and events should be scheduled in coordination with the school to avoid conflicts with academic programs.
- All club activities must adhere to district policies, including those related to student safety, conduct, and non-discrimination.
- Clubs may seek funding through fundraising activities, but must comply with district regulations regarding financial management and reporting.