

# ASB Items

## **Athletic Supervision**

- Every faculty member will receive 4-5 assignments.
- Check in with A.P. on duty.
- Trading OK – notify Mr. Mitrovich in advance.
- Emergency – notify Mr. Mitrovich (619) 995-5307.
- No-shows will lose seniority and will be rescheduled to another event.

## **Assembly Supervision**

- First pep assembly – September 15, Period 4 (as usual).  
Group A – Students report directly to gym.  
Group B – Students are released via P.A.
- **Duty stations and responsibilities**  
**Gym** – please stand/sit in assigned locations (not all by the doors). Look for suspicious activity (drinking, mice in back packs, etc. ☺) Students are not to do anything that is potentially harmful or disruptive. Find an AP if discipline is needed.  
**Quiet Rooms** – If you are hosting a quiet room, please make sure your room is open and available. Please take roll.  
**Campus** – Please be visible and at your station. Many students “escape” and go off-campus or loiter. Call office to page an AP for problems.
- All other assemblies: If you sign up to attend an optional assembly, you **MUST** accompany your students and monitor behavior.  
\*\*Assembly supervision will be created once final room assignments are established. I will distribute the schedule by Friday Sept. 8.

## **Field Trips**

- Request forms are in Faculty Handbook.
- Submit *well in advance*.
- See Ms. Munoz, Financial Technician, for buses.
- Accommodations must be made for students that cannot afford to attend a field trip.
- No student shall be instructed to drive another student...EVER!
- One day, overnight (3 days), out of state or country...what is needed? (Principal approval, SUHSD Board approval).

### **Finance Issues**

*The following are per the CA Education Code and/or SUHSD Board Policy No.1340:*

- All purchases to be paid by trust account or ASB must have prior approval.
- Purchases made without a school P.O. may not be honored and *you* may be personally liable for the payment.
- All requests for payments must have back-up documentation (an invoice) and must be submitted in a timely manner (within 30 days).
- *Reimbursements are no longer allowed by the SUHSD!!*
- All fundraisers must get PRIOR approval from ASB by completing and submitting a fundraising request form.
- Money raised via fundraising must have a receipt record submitted, with deposits showing both names and amounts.
- Groups that conduct fundraisers without approval will pay a fee equal to 50% of the profits and may lose future fundraising privileges.
- Neither teachers nor staff are permitted to sell any items (water, candy, etc.,) from their classroom.

### **Parties/Food**

- Classroom parties are okay as long as they are conducted during class times. No food or drink shall be provided or sold during the times the cafeteria is in operation (i.e. before school, nutrition, lunch). This includes pizza, ice cream, donuts, etc. Doing so is in violation of California Ed. Code.

### **Clubs**

- If you are a new advisor, make sure you pick-up an Advisor's Handbook in the ASB so you know your responsibilities (you are not just a "room" the kids meet in ☺).

### **Equity**

- In order to demonstrate equity in our co-curricular activities, BVHS must account for the ethnic and gender distribution among ALL sports, clubs and groups on campus. Advisors/coaches/teachers must provide an updated roster of those students involved in their program.