

**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4304

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CATEGORY: **Instruction, Extended Programs**

EFFECTIVE: **7-01-62**

SUBJECT: **Use of Buildings for Summer School/  
Intersession**

REVISED: **11-22-99**

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**A. PURPOSE AND SCOPE**

1. To outline administrative procedures for use of buildings for summer school/intersession.

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: E-2050, E-2100, E-2150, E-2200.
2. **Approval Required.** The Board of Education must approve sites designated for summer school/intersession.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Administrator of summer school/intersession programs** sends notification of facilities approved for use to:
  - (a) Facilities Development Department, Business Services Division, Administrative/Operational Support;
  - (b) Maintenance, Operations, Warehousing, and Distribution Department; Business Services Division, Administrative/Operational Support;
  - (c) Food Services Department, Business Services Division, Administrative/Operational Support;
  - (d) Special Education Programs Division; and
  - (e) principals.
3. **Schools Selected for Summer School Session.** Assigned summer school/intersession principals contact site principals to coordinate use of school facilities. Things to be considered are:
  - a. **Work locations.** Summer school/intersession principal's office, classrooms, and space for secretarial help, facilities, and materials.

- b. **Supplies.** Summer school/intersession normally uses supplies in the buildings and arranges for reimbursement at the end of summer school/intersession.
- c. **Keys.** Summer school/intersession principals should have building keys by the Friday prior to opening of summer school.
- d. **Athletic equipment.** Where applicable, location and amount available.
- e. **Instructional equipment**
  - (1) All district instructional equipment in the building should be made available to the summer school (projectors, maps, globes, microphones, listening posts, encyclopedia, dictionaries, etc.).
  - (2) Gifted study centers have special equipment for which the principal is personally responsible. These items may be used in summer school/intersession if summer school/intersession principal assumes responsibility for them. An inventory of such items should be prepared for signature by the summer school/intersession principal.
- f. **Custodial services.** Summer school/intersession principals confirm needed custodial service with Custodial and Gardening Supervisor prior to opening of summer school/intersession.
- g. **Building responsibility.** Site principal is responsible for the building (window breakage, maintenance) during the time he/she is on duty. Summer school/intersession principal assumes responsibility until close of summer school/intersession, keeping the site principal informed of major problems that might affect him/her.
- h. **Classroom facilities.** Insofar as possible, the site principal is informed of classrooms to be used.
- i. **Furniture requirements.** Site custodian will be informed regarding movement of furniture within the building and the need for additional furniture.
- j. **Bell schedule.** Summer school/intersession principals wishing a change in a bell schedule should notify the Summer School Office as far in advance of June 1 as possible.

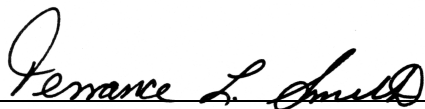
- k. **Library books, audiovisual aids, etc.** Materials ordered by summer school/interession teachers start arriving on site before close of school in June; a location should be provided for temporary storage.
- l. **State textbooks for basic skills.** Summer school/interession principal arranges with site principal for the loan of texts. If an insufficient number is available, additional copies may be requested from a nearby school.
- m. **First aid supplies.** A first aid kit, properly stocked, will be issued for each summer school/interession classroom.
- n. **Classroom preparation.** Regular teacher stores and marks (or seals) personal items; provides classroom cupboard space for summer school/interession use.
- o. **Extra clerical help.** Refer to Procedure 7416.

**D. IMPLEMENTATION**

**E. FORMS AND AUXILIARY REFERENCES**

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education