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Board of Education

Lillian Tafoya, President
Pam Baugher, Clerk
Dr. Fred L. Haynes, Clerk Pro-tem
Russ Shuppert, Member

Superintendent

Doc Ervin

EVENT APPROVAL PROCESS

As the District continues to experience growth in the number of students and staff, the use of facilities for professional development, events, and assemblies has increased commensurately thereby making coordination of assemblies and special events a priority. In addition, the Governing Board recently revised Board Policy 400.19, Assemblies and Special Events, requiring that the Superintendent, or their designee, approve any assembly or event which features outside speakers, entertainers, or exhibits.

In an effort to keep the BCSD Master Calendar organized and up to date, and to ensure that all District events are in line with the Values, Vision, and Mission of BCSD, all assemblies and special events inviting public speakers or guests must be submitted for approval to the Communications Department.

Guidelines for Assemblies and Special Events

In accordance with Board Policy 400.19, assemblies and special events are intended to promote a positive District and/or school climate and be related to the District's education program. Be advised that the Governing Board prohibits assemblies and special events that include the following activities:

- Demonstrations of hypnotism
- Presentations by individuals with a felony conviction or any criminal conviction involving sex or children unless approved directly by the Governing Board
- Presentations for purchases or paid services
- Presentations which have the effect of being, religiously oriented or a religious celebration
- Presentations involving materials which have not been pre-approved for distribution
- Use of animals prohibited on a school campus by law or Board Policy

Guidelines for Approval of Speakers, Entertainers, or Exhibits

In accordance with Board Policy 400.19, approval of assemblies and events which feature outside speakers, entertainers, or exhibits (hereinafter collectively referred to as "Speakers") are subject to the following guidelines:

- Speakers featured in assemblies and events must be carefully selected and represent a balanced viewpoint
- Speakers shall agree to present material of educational relevance that is appropriate to the maturity of the audience, with no statements that are obscene, vulgar, or that incite violence
- Speakers shall show and/or demonstrate qualifications in the subject area related to the assembly or event
- Speakers shall possess the ability to make an interesting, informative, and meaningful presentation
- Speakers shall convey subjects which are timely, appropriate, and extend and/or enhance the regular program of instruction.

Submitting Requests for Approval

Request forms should be submitted at least thirty days in advance for review and approval with an estimated response within ten days. This form is for event and speaker approval only. Other related requests for guest attendance or event services should be handled as follows:

- If you would like the Board of Education or the Superintendent to attend your event, you must submit a request to the office of the Superintendent.
- If you wish to have BCSD Administrators attend, a separate invitation should be made to their respective offices.
- If you will be requesting the services of the Communications Department, a separate request must be made by filling out the required forms on our website or by contacting our office directly.

All forms are available on the Communications website <http://bcsd.com/communications/>.