

INTER-OFFICE CORRESPONDENCE
East Los Angeles Skills Center



TO: All Instructors
FROM: Assistant Principal, Operation
DATE: April 23, 2018
SUBJECT: **GUIDELINES FOR SPECIAL ACTIVITIES/PARTIES**

All special activities should be conducted within School District Policies and Procedures. Here are some guidelines to assist you and your students in planning these activities.

1. Special activities may be held during assigned classroom hours, but should be limited to one hour of classroom time.

Day classes between: 8:00 a.m. - 12:15 p.m. OR 1:00 p.m. - 5:00 p.m.
Evening classes between: 6:00 p.m. - 8:30 p.m.
Satellites based class schedule
2. When classrooms with equipment are used for these activities, adequate precautions should be taken to protect all equipment and/or supplies.
3. All activities planned should have the consensus of the majority of the class. Implement plans that will allow for all students to participate in the event.
4. The class is responsible for the clean-up of the facility. Please arrange for additional trash bags for cleanup.
5. Please inform us of your plans by completing the form below and returning it to the Assistant Principal in charge of your department at least one week in advance.

RETURN TO ASSISTANT PRINCIPAL

Instructor: _____ Room: _____

Date of Activity: _____ Time From: _____ to: _____

Comments: Indicate specifics regarding celebration, e.g., cost to students, persons attending activity other than students, type of foods, etc.

NO OFF-CAMPUS ACTIVITIES WILL BE AUTHORIZED

Administrator Approval: _____