

SUICIDE PREVENTION

The Governing Board recognizes that suicide is a leading cause of death among youth, prevention is a collective effort that requires stakeholder engagement, and ~~and that~~ school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior, ~~and~~ its impact on students and families, and other trauma associated with suicide, the Superintendent or designee shall develop measures, ~~and~~ strategies, practices, and supports for suicide prevention, intervention, and postvention.

In developing policy and procedures~~strategies~~ for suicide prevention, ~~and~~ intervention, and postvention, the Superintendent or designee shall consult with school and community stakeholders, ~~such as administrators, other staff, parents/guardians, and students;~~ school-employed mental health professionals, ~~such as school counselors, school psychologists, school social workers, and school nurses;~~ suicide prevention experts, ~~and, in developing policy for grades K-6 such as local health agencies, mental health professionals, and community organizations; law enforcement; and,~~ the county mental health plan. (Education Code 215)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

~~Measures and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:~~

School and community stakeholders and school mental health professionals with whom the Superintendent or designee shall consult may include district and school administrators, school counselors, school psychologists, school social workers, school nurses, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, community organizations, law enforcement, legal counsel, and/or the district's risk manager or insurance carrier. The Superintendent or designee may also collaborate with county and/or city governments in an effort to align district policy with any existing community suicide prevention plans.

Measures and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, interns, school counselors, and others~~other district employees~~ who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers~~described in the accompanying administrative regulation~~

~~*(cf. 4131 - Staff Development)*~~

~~*(cf. 4231 - Staff Development)*~~

~~*(cf. 4331 - Staff Development)*~~

(cf. 1240 - Volunteer Assistance)

[\(cf. 4112.21 - Interns\)](#)
[\(cf. 4121 - Temporary/Substitute Personnel\)](#)
[\(cf. 4127/4227/4327 - Temporary Athletic Team Coaches\)](#)
[\(cf. 4131 - Staff Development\)](#)
[\(cf. 4231 - Staff Development\)](#)
[\(cf. 4331 - Staff Development\)](#)
[\(cf. 5142 - Safety\)](#)
[\(cf. 5148 - Child Care and Development\)](#)
[\(cf. 5148.2 - Before/After School Programs\)](#)
[\(cf. 6145.2 - Athletic Competition\)](#)

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SUICIDE PREVENTION (continued)

2. Instruction to students in problem-solving, ~~and~~ coping, and resiliency skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

BP 5141.52(b)

~~SUICIDE PREVENTION (continued)~~

~~[\(cf. 5131 - Conduct\)](#)~~
~~[\(cf. 5131.2 - Bullying\)](#)~~
~~[\(cf. 5137 - Positive School Climate\)](#)~~
~~[\(cf. 5145.3 - Nondiscrimination/Harassment\)](#)~~
~~[\(cf. 5145.7 - Sexual Harassment\)](#)~~
~~[\(cf. 5145.9 - Hate Motivated Behavior\)](#)~~

[\(cf. 5131 - Conduct\)](#)
[\(cf. 5131.2 - Bullying\)](#)
[\(cf. 5137 - Positive School Climate\)](#)
[\(cf. 5145.3 - Nondiscrimination/Harassment\)](#)
[\(cf. 5145.7 - Sexual Harassment\)](#)
[\(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures\)](#)
[\(cf. 5145.9 - Hate-Motivated Behavior\)](#)

4. [The review of materials and resources used in awareness efforts and communications to ensure they align with best practices for safe and effective messaging about suicide](#)
5. [The provision of information to parents/guardians and caregivers regarding risk and protective factors, and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, the district's suicide prevention policy and procedures, basic steps for helping suicidal youth, the importance of communicating with appropriate staff if suicide risk is present or suspected, access to suicide prevention training, and/or school and community resources that can help youth in crisis](#)
65. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
76. Crisis intervention procedures for addressing suicide threats or attempts
87. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide
9. [Establishment of district and/or school-site crisis intervention team\(s\) to ensure the proper implementation and review of this policy and other district practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, collaboration with](#)

BP 5141.52(c)

SUICIDE PREVENTION (continued)

[community mental health organizations, identification of resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215](#)

(cf. 5141.5 - Mental Health)

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code 215)

~~The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)~~

~~If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)~~

(cf. 5141.6 - School Health Services)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. [The Board may, at its discretion, review the policy more frequently.](#) (Education Code 215)

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~~**SUICIDE PREVENTION** (continued)~~

[The Superintendent or designee shall periodically review district data pertaining to school climate and reports of suicidal ideation, attempts, or death to identify patterns or trends and make recommendations regarding program development.](#)

The Superintendent or designee shall post this policy on the district's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

[Legal Reference: \(see next page\)](#)

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SUICIDE PREVENTION (continued)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

234.6 Posting suicide prevention policy on web site

32280-32289.5 Comprehensive safety plan

49060-49079 *Student records*
49602 [Counseling; confidentiality](#)~~Confidentiality~~ of student information
49604 *Suicide prevention training for school counselors*
GOVERNMENT CODE
810-996.6 *Government Claims Act*
PENAL CODE
11164-11174.3 *Child Abuse and Neglect Reporting Act*
WELFARE AND INSTITUTIONS CODE
5698 *Emotionally disturbed youth; legislative intent*
5850-5886 *Children's Mental Health Services Act*
COURT DECISIONS
[Corales v. Bennett \(Ontario-Montclair School District\)](#) (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
[Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019](#)
[Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008](#)
[Model Youth Suicide Prevention Policy](#)
CALSCHLS PUBLICATIONS
[California Healthy Kids Survey \(CHKS\)](#)
[California School Parent Survey \(CSPS\)](#)
[California School Staff Survey \(CSSS\)](#)
~~[Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019](#)~~
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
[School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009](#)
EACH MIND MATTERS: CALIFORNIA'S MENTAL HEALTH MOVEMENT PUBLICATIONS
[Making Headlines: Guide to Engaging the Media in Suicide Prevention in California, 2012](#)
HEARD ALLIANCE PUBLICATIONS
[K-12 Toolkit for Mental Health Promotion and Suicide Prevention, 2017](#)
MENTAL HEALTH SERVICES OVERSIGHT AND ACCOUNTABILITY COMMUNICATIONS PUBLICATIONS
[Striving for Zero: California's Strategic Plan for Suicide Prevention 2020-2025](#)
NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS
[Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015](#)
SUICIDE PREVENTION RESOURCE CENTER PUBLICATIONS
[After a Suicide: A Toolkit for Schools, 2nd Edition, 2018](#)

[Management Resources continued: \(see next page\)](#)

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SUICIDE PREVENTION (continued)

[Management Resources: \(continued\)](#)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS
[National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012](#)
[Preventing Suicide: A Toolkit for High Schools, 2012](#)

Management Resources continued: (see next page)

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SUICIDE PREVENTION (continued)

Management Resources: (continued)

WEB SITES

American Academy of Pediatrics: <https://www.healthychildren.org>

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <https://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <https://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Mental Health Services:

<http://www.dhcs.ca.gov/services/MH><http://www.dhcs.ca.gov/services/MH>

California Mental Health Services Authority: <https://www.calmhsa.org>

CalSCHLS: <https://calschls.org>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

Crisis Text Line: <https://www.crisistextline.org>

Each Mind Matters: California's Mental Health Movement: <https://emmresourcecenter.org>

HEARD Alliance: <https://www.heardalliance.org>

Mental Health Services Oversight and Accountability Commission: <https://mhsaac.ca.gov>

National Action Alliance for Suicide Prevention: <https://theactionalliance.org>

National Association of School Psychologists: <https://www.nasponline.org>

National Child Traumatic Stress Network: <https://www.nctsn.org>

National Institute for Mental Health: <http://www.nimh.nih.gov><http://www.nimh.nih.gov>

Substance Abuse and Mental Health Services Administration: <https://www.samhsa.gov>

Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org>

Suicide Prevention Messaging: <https://suicidepreventionmessaging.org>

Suicide Prevention Resource Center: [https://www.sprc.org/about-](https://www.sprc.org/about-suicide)

[suicide](https://www.sprc.org/about-suicide)<https://www.sprc.org/about-suicide>[Suicide Prevention Lifeline:](https://www.sprc.org/about-suicide)

<https://suicidepreventionlifeline.org>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

Policy
adopted:

CSBA MANUAL MAINTENANCE SERVICE
June 2021~~March 2020~~

Students

AR 5141.52(a)

SUICIDE PREVENTION

Staff Development

Suicide prevention training shall be provided to teachers, interns, counselors, and ~~others~~other district employees who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers. The training shall be offered under the direction of a district counselor, psychologist, and/or social worker who has received advanced training specific to suicide and who may collaborate in cooperation with one or more county or community mental health agencies.

~~(cf. 4131 - Staff Development)~~

~~(cf. 4231 - Staff Development)~~

~~(cf. 4331 - Staff Development)~~

(cf. 1240 - Volunteer Assistance)

(cf. 4112.21 - Interns)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5142 - Safety)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Additionally, staff~~Staff~~ development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are impacted by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe [or traumatic](#) stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

~~3. _____ [Warning](#)
(cf. 5131.6 - Alcohol and Other Drugs)~~

~~3. [Identification of students who may be at risk of suicide, including, but not limited to, warning](#) signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent~~

~~AR 5141.52(b)~~

SUICIDE PREVENTION (continued)

4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum, ~~and~~ promoting mental and emotional health, [reducing the stigma associated with mental illness, and using safe and effective messaging about suicide](#)
6. [The importance of early prevention and intervention in reducing the risk of suicide](#)
76. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

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~~SUICIDE PREVENTION (continued)~~

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

87. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for constant monitoring and supervision of the student, during the time the student is in the school's physical custody, while the immediate referral of the student to medical or mental health services is being processed

98. District procedures for responding after a suicide has occurred

10. Common misconceptions about suicide

The district may provide additional professional development in suicide risk assessment and crisis intervention to district mental health professionals, including, but not limited to, school counselors, psychologists, social workers, and nurses.

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum in an age and developmentally appropriate manner and shall be designed to help students:

1. Identify and analyze warning signs of depression and risk factors associated with suicide, including, but not limited to, understanding how mental health challenges self-destructive behaviors in oneself and emotional distress, such as others and understand how feelings of depression, loss, isolation, inadequacy, and anxiety, can lead to thoughts of suicide

AR 5141.52(c)

SUICIDE PREVENTION (continued)

2. Develop coping and resiliency skills for dealing with stress and trauma, and building self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults; school resources, including the district's suicide prevention, intervention, and referral procedures; and/or community crisis intervention resources where youth can get help

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

5. Develop help-seeking strategies and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

~~(cf. 5131.6 - Alcohol and Other Drugs)~~

(cf. 5131.6 - Alcohol and Other Drugs)

6. Recognize that early prevention and intervention can drastically reduce the risk of suicide

The Superintendent or designee may develop and implement school activities that raise awareness about mental health wellness and suicide prevention.

~~(cf. 5141.6 - School Health Services)~~

~~(cf. 61426145.8 - Assemblies and Special Events/Comprehensive Health Education)~~

~~(cf. 6164.2 - Guidance/Counseling Services)~~

Student Identification Cards

Student identification cards for students in grades ~~9~~7-12 shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

AR 5141.52(e)

~~**SUICIDE PREVENTION** (continued)~~

Intervention

The Superintendent or designee shall provide the name, title, and contact information of the members of the district and/or school crisis intervention team(s) to students, staff, parents/guardians, and caregivers and on school and district web sites. Such notifications shall identify the mental health professional who serves as the crisis intervention team's designated reporter to receive and act upon reports of a student's suicidal intention.

Students shall be encouraged to notify a teacher, principal, counselor, designated reporter, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

AR 5141.52(d)

SUICIDE PREVENTION (continued)

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal, ~~or~~ school counselor, or designated reporter, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, ~~referenced, or discussed,~~ or referred to with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment, or to report child abuse and neglect as required by Penal Code 11164-11174.3. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision and providing comfort to the student until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)

~~*(cf. 5141 - Health Care and Emergencies)*~~

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~~**SUICIDE PREVENTION** (continued)~~

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

AR 5141.52(e)

SUICIDE PREVENTION (continued)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate ~~next~~ steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Students significantly affected by suicide death and those at risk of imitative behavior should be identified and closely monitored. School staff may receive assistance from school counselors or other mental health professionals in determining how to best ~~to~~ discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112 - Media Relations)

AR 5141.52(fe)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
[June 2021](#)

Students

BP 5142.2(a)

SAFE ROUTES TO SCHOOL PROGRAM

The Governing Board recognizes that walking, bicycling, and other forms of active transport to school increase students' physical activity and reduce vehicle traffic and air pollution in the vicinity of schools. As part of the district's coordinated approach to supporting student wellness and safety and enhancing student learning and achievement, the Superintendent or designee shall develop and implement strategies to establish and encourage safe routes to school program activities.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3510 - Green School Operations)

(cf. 3514 - Environmental Safety)

(cf. 5030 - Student Wellness)

(cf. 5142 - Safety)

All students shall have equitable access and opportunity to participate in the district's safe routes to school program.

(cf. 0415 - Equity)

The Superintendent or designee may appoint a program coordinator and identify or establish district and/or school site committees to oversee and coordinate related activities.

The Superintendent or designee may collaborate with local public works and public safety departments, transportation agencies, other city and county agencies, school staff, students, parents/guardians and parent organizations, health organizations, community organizations, and/or businesses in the development, implementation, and evaluation of strategies.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 6020 - Parent Involvement)

Strategies in support of the safe routes to school program shall be based on the grade levels of the students and an assessment of the conditions and needs of each school and the surrounding neighborhoods.

The Superintendent or designee shall explore the availability of grant funds and other sources of funding to support related projects and activities.

(cf. 1260 - Educational Foundation)
(cf. 3100 - Budget)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 3470 - Debt Issuance and Management)
(cf. 3471 - Parcel Taxes)
(cf. 7110 - Facilities Master Plan)

BP 5142.2(b)

SAFE ROUTES TO SCHOOL PROGRAM (continued)

The Superintendent or designee shall periodically report to the Board on the implementation of program activities and progress toward program goals. Such reports may include, but are not limited to, levels of participation in promotional and educational activities, survey results of parent/guardian attitudes about allowing their child to walk or bicycle to school, tallies of the numbers of students using various modes of travel to and from school and how these numbers have changed over time, records of student attendance and on-time arrival, and injury data within the school and/or district attendance boundaries.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

32282 Comprehensive safety plan

44808 Liability for conduct or safety of students when not on district property

45450-45451 Crossing guards

GOVERNMENT CODE

65352.2 General planning; communication between cities, counties and school districts

STREETS AND HIGHWAYS CODE

2380-2385 Active Transportation Program

VEHICLE CODE

21200-21213 Operation of bicycles, especially:

21212 Helmet required for bicycle, nonmotorized scooter, skateboard, skates

21949-21971 Pedestrian rights and duties

UNITED STATES CODE, TITLE 23

133 Surface transportation block grant program

148 Highway safety improvement program

UNITED STATES CODE, TITLE 42
1758b Local wellness policy
COURT DECISIONS
Cerna v. City of Oakland, (2008) 161 Cal.App.4th 1340

Management Resources:

CALIFORNIA DEPARTMENT OF TRANSPORTATION PUBLICATIONS
Active Transportation Program Fact Sheet, January 2020
ATP Purpose and Goals as Defined by the State Legislature and SB 99, March 2015~~2020~~
NATIONAL CENTER FOR SAFE ROUTES TO SCHOOL PUBLICATIONS
Safe Routes to School Guide
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION PUBLICATIONS
Advancing Pedestrian and Bicyclist Safety: A Primer for Highway Safety Professionals, April 2016
SAFE ROUTES TO SCHOOL NATIONAL PARTNERSHIP PUBLICATIONS
Safe Routes to School by the Numbers: Using Data to Foster Walking and Biking to School, June 2016
Safe Routes to School 2009 Policy Report: Moving to the Future: Building on Early Achievements, March 2009

Management Resources continued: (see next page)

BP 5142.2(c)

SAFE ROUTES TO SCHOOL PROGRAM (continued)

Management Resources: (continued)

WEB SITES
CSBA: <http://www.csba.org>
California Department of Transportation, Safe Routes to School: <http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/saferoutes.htm>
National Center for Safe Routes to School: <http://www.saferoutesinfo.org>
National Highway Traffic Safety Administration: <http://www.nhtsa.gov>
Safe Routes Partnership: <http://www.saferoutespartnership.org>
U.S. Department of Transportation, Federal Highway Administration, Safe Routes to School: https://www.fhwa.dot.gov/environment/safe_routes_to_school

Policy
adopted:

CSBA MANUAL MAINTENANCE SERVICE
June 2021

SAFE ROUTES TO SCHOOL PROGRAM

District strategies to improve student safety along routes to school and to promote walking, bicycling, and other forms of active transport to school by students may include:

1. Education activities that promote safety and awareness, such as:
 - a. Instructing students about pedestrian, bicycle, and personal safety
 - b. Instructing students about the health, academic, and environmental benefits of walking, bicycling, and other forms of active transport to school

(cf. 3510 - Green School Operations)
(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)

- c. Offering driver safety information to high school students, parents/guardians, and the community to promote safety around school campuses and routes
2. Encouragement strategies designed to generate interest in active transport to school, such as:
 - a. Organizing or facilitating "walking school buses" and/or "bicycle trains" whereby students walk or bike to school in groups escorted by parents/guardians or other volunteers as needed
 - b. Organizing special events and activities, such as Walk or Bike to School Day, International Walk to School Month, or year-round competitions
 - c. Publicizing the district's efforts in order to build support of parents/guardians and the community, including providing information about the district's safe routes to school program in parent/guardian communications and in any notifications about transportation options

(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District Sponsored Social Media)
(cf. 3540 - Transportation)
(cf. 3541 - Transportation Routes and Services)

3. Enforcement strategies to deter unsafe behaviors of drivers, pedestrians, and bicyclists, such as:
 - a. Initiating or expanding crossing guard, student safety patrol, and/or parent/guardian safety patrol programs

(cf. 5142 - Safety)

SAFE ROUTES TO SCHOOL PROGRAM (continued)

- b. Partnering with local law enforcement to help ensure that traffic laws are obeyed in the vicinity of schools and to implement appropriate measures such as placement of speed feedback monitors, ticketing, and/or driver safety campaigns
- c. Monitoring to ensure that students who bicycle to school or who use skateboards, skates, or nonmotorized scooters wear helmets in accordance with Vehicle Code 21212
- 4. Engineering strategies that address the design, implementation, operation, and maintenance of traffic control devices or physical measures, such as:
 - a. Working with local government agencies, parents/guardians, school staff, and others as appropriate to gather data about environmental conditions and hazards along routes to school

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 6020 - Parent Involvement)

- b. Working with local government agencies to make operational and physical improvements that reduce or eliminate hazards, such as reducing motor vehicle traffic speeds in the area and establishing safer and fully accessible crosswalks, walkways, trails, and bikeways
- c. Assessing the adequacy, accessibility, and safety of bicycle parking at schools and making modifications as needed, such as increasing the number of or relocating bicycle racks and/or equipment storage areas

(cf. 7111 - Evaluating Existing Buildings)

- d. Considering safe routes to school when making decisions about siting and designing of new schools

(cf. 7110 - Facilities Master Plan)

(cf. 7150 - Site Selection and Development)

- 5. Evaluation to assess progress toward program goals, including:
 - a. Gathering and interpreting data based on indicators established by the Superintendent and the Governing Board

SAFE ROUTES TO SCHOOL PROGRAM (continued)

- b. Presenting data to the Board, program partners, and the public
- c. Recommending program modifications as needed
- 6. Emerging technologies that aid in the prevention and mitigation of accidents
- 7. Emergency response in managing injuries after an accident occurs, including, but not limited to, training staff, crossing guards, student and/or parent/guardian safety patrols, and other volunteers who assist with drop-off and pick-up in emergency procedures

(cf. 0450 - Comprehensive Safety Plan)

- 8. Equity, such that resources are distributed in a manner that provides safe access and participation in an equitable manner

(cf. 0415 - Equity)

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
June 2021

Students

BP 5145.12(a)

SEARCH AND SEIZURE

The Governing Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, and only as authorized by law, Board policy, and administrative regulation, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items. School officials shall exercise discretion and use good judgment when conducting searches.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf.

cf. 0450 - Comprehensive Safety Plan)

[1312.1 - Complaints Concerning District Employees](#)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

~~The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.~~

~~(cf. 0410 - Nondiscrimination in District Programs and Activities)~~

~~(cf. 1312.1 - Complaints Concerning District Employees)~~

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Individual Searches Based on Individualized Suspicion

School officials may search ~~any~~ individual student, ~~the student's~~his/her property, or district property under ~~the student's~~his/her control when there is a reasonable suspicion that the search will uncover evidence that ~~the student~~he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. ~~The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.~~

Any search of a student, ~~the student's~~his/her property, or district property under ~~the student's~~his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs,

BP 5145.12(b)

~~SEARCH AND SEIZURE~~ (continued)

~~_~~or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. ~~In~~ addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

SEARCH AND SEIZURE (continued)

The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property.

A student's personal electronic device may be searched only if a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information.

(cf. 6163.4 - Student Use of Technology)

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Searches of Multiple Student Lockers and Desks

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Metal Detectors

The Board findsbelieves that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also findsbelieves that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent or designee shall use metal detectors at district schools as necessary to keep weapons out of schools and help provide a safe learning environment. The Superintendent or designee ~~He/she~~ shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner.

SEARCH AND SEIZURE (continued)

Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

~~**SEARCH AND SEIZURE (continued)**~~

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without individualized suspicion. ~~their consent.~~

Legal Reference: (see next page)

SEARCH AND SEIZURE (continued)

Legal Reference:

EDUCATION CODE

32280-32289 *School safety plans*

35160 *Authority of governing boards*

35160.1 *Broad authority of school districts*

48900-48927 *Suspension and expulsion*

49050-49051 *Searches by school employees*

49330-49334 *Injurious objects*

PENAL CODE

626.9 Firearms

626.10 Dirks, daggers, knives or razor

1546-1546.1 Production of or access to electronic communication information

CALIFORNIA CONSTITUTION

Article I, Section 28(c) Right to Safe Schools

COURT DECISIONS

In G.C. v. Owensboro Public Schools (6th Cir. 2013) 711 F.3d 623

In re Sean A. (2010) 191 Cal. App. 4th 182

Redding v. Safford Unified School District, (2009) 557 U.S. 364 9th Cir. 2008) 531 F.3d 1071

B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

Jennings v. Joshua Independent School District, (5th Cir. 1992) 948(1989) 877 F.2d 194 313

In re Cody S., 121 Cal. App. 4th 86, 92 (2004)

Klump v. Nazareth Area School District (E.D. Pa. 2006) 425 F. Supp. 2d 622, 640

In Re William V. (2003) 111 Cal.App.4th 1464

B.C. v. Plumas (9th Cir. 1999) 192 F.3d 1260

In re Latasha W. (1998), 60 Cal. App. 4th 1524

O'Connor v. Ortega, (1987) 480 U.S. 709

In re William G (1985) 40 Cal. 3d 550

New Jersey v. T.L.O., (1985) 469 U.S. 325

Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (~~20002001~~)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: -A Guide for Schools and Law Enforcement Agencies, 1999

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://caag.state.ca.us>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Policy CSBA MANUAL MAINTENANCE SERVICESAN MATEO UNION HIGH SCHOOL DISTRICT

adopted: June 2021 July 15,
2010 San Mateo, California

Students

BP 5145.9(a)

HATE-MOTIVATED BEHAVIOR

The Governing Board of Trustees is committed to providing a respectful, inclusive, and safe learning environment that protects students from discrimination, harassment, intimidation, bullying, or any~~and~~ other type of behavior that is motivated by hate.

~~(cf. 0410 - Nondiscrimination in District Programs and Activities)~~

~~(cf. 0415 - Equity)~~

~~(cf. 0450 - Comprehensive Safety Plan)~~

~~(cf. 0460 - Local Control and Accountability Plan)~~

~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~

~~(cf. 5131- Conduct)~~

~~(cf. 5131.2 - Bullying)~~

~~(cf. 5131.5 - Vandalism and Graffiti)~~

~~(cf. 5136 - Gangs)~~

~~(cf. 5137 - Positive School Climate)~~

~~(cf. 5141.52 - Suicide Prevention)~~

~~(cf. 5145.3 - Nondiscrimination/Harassment)~~

~~(cf. 5145.7 - Sexual Harassment)~~

Hate-motivated behavior is any behavior intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or a person's hostility toward the victim ~~stowards another person's~~ real or perceived race, color, ancestry, nationality, ethnicity, national origin, immigration~~immigrant~~ status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, gender, sexual orientation, gender, gender identity, gender expression, or genetic information, religious belief, age, disability, or any other physical or cultural characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.

~~The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents~~ in a timely manner when~~if~~ they occur.

~~(cf. 0410 - Nondiscrimination in District Programs and Activities)~~

~~(cf. 0450 - Comprehensive Safety Plan)~~

~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~

~~(cf. 5131- Conduct)~~

~~(cf. 5131.2 - Bullying)~~

~~(cf. 5131.5 - Vandalism and Graffiti)~~

~~(cf. 5136 - Gangs)~~

~~(cf. 5137 - Positive School Climate)~~

~~(cf. 5141.52 - Suicide Prevention)~~

~~(cf. 5145.3 - Nondiscrimination/Harassment)~~

~~(cf. 5145.7 - Sexual Harassment)~~

The Superintendent or designee shall collaborate with regional programs and community organizations to promote an environment where diversity is celebrated and hate-motivated behavior is not tolerated, safe environments for youth. Such collaborative efforts shall focus on the development of~~ensuring an efficient use of district and community resources, developing~~ effective prevention strategies and response plans, provision of~~providing~~ assistance to students affected by hate-motivated behavior, and/or education of~~educating~~ students who have perpetrated hate-motivated acts.

~~(cf. 1020 - Youth Services)~~

~~(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)~~

~~(cf. 1700 - Relations Between Private Industry and the Schools)~~

~~(cf. 5148.2 - Before/After School Programs)~~

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 5148.2 - Before/After School Programs)

The district shall provide students with age-appropriate instruction that:

1. Includes ~~includes~~ the development of social-emotional learning

BP 5145.9(b)

HATE-MOTIVATED BEHAVIOR (continued)

2. Promotes an, ~~promotes their~~ understanding, awareness, appreciation, ~~of~~ and respect for human rights, human relations, diversity, and acceptance in a multicultural society
3. Explains the harm, and dangers of explicit and implicit biases
4. Discourages discriminatory attitudes and practices
5. Provides ~~provides~~ strategies to manage conflicts constructively.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.94 - History-Social Science Instruction)

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

(cf. 6164.2 - Guidance/Counseling Services)

BP 5145.9(b)

HATE-MOTIVATED BEHAVIOR (continued)

When appropriate, students who engage in hate-motivated behavior shall be disciplined.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

~~The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.~~

The Superintendent or designee shall provide staff with training that:

1. Promotes an understanding of diversity, equity, ~~on recognizing~~ and inclusion
2. Discourages the development of discriminatory attitudes ~~preventing hate-motivated behavior and~~ practices
3. Includes social-emotional learning and nondiscriminatory instructional and counseling methods
4. Supports the prevention, recognition, and response to hate-motivated behavior
5. Raises the awareness and sensitivity of staff to potentially prejudicial and discriminatory behavior
6. Includes effective enforcement ~~of on-effectively enforcing~~ rules for appropriate student conduct.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

BP 5145.9(c)

HATE-MOTIVATED BEHAVIOR (continued)

Employees **Complaint Process**

~~A student or parent/guardian who engage in believes the student is a victim of hate-motivated behavior shall be subject to strongly encouraged to disciplinary action, up to and including dismissal.~~

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

~~Rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated report the incident shall be provided to students, to a teacher, the principal, or other staff, and parents/guardians member.~~

This policy shall be posted in a prominent location on the district's web site in a manner that is readily and easily accessible to parents/guardians and students. (Education Code 234.6)

(cf. 1113 - District and School Web Sites)

Complaints

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, the staff member~~he/she~~ shall also contact law enforcement.

(cf. ~~3515.3 - District Police/Security Department~~)

(cf. ~~3515.3 - District Police/Security Department~~)

(cf. ~~5145.11 - Questioning and Apprehension by Law Enforcement~~)

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is encouraged to report the incident to a teacher, the principal, the district's compliance officer, or other staff member.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures or other applicable procedure. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. ~~1312.1 - Complaints Concerning District Employees~~)

(cf. ~~1312.3 - Uniform Complaint Procedures~~)

(cf. ~~5145.71 - Title IX Sexual Harassment Complaint Procedures~~)

Legal Reference: (see next page)

BP 5145.9(d)

HATE-MOTIVATED BEHAVIOR (continued)

~~5144 - Discipline)~~

~~(cf. ~~5144.1 - Suspension and Expulsion/Due Process~~)~~

~~(cf. ~~5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)~~)~~

Legal Reference: (see next page)

BP 5145.9(e)

~~HATE MOTIVATED BEHAVIOR (continued)~~

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for ~~harassment, threats, or intimidation~~harassment

GOVERNMENT CODE

11135 Prohibition of discrimination in programs or activities

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform ~~complaint procedures~~Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.30 Discrimination on the basis of sex in education programs and activities; definitions

106.44 Recipient's response to sexual harassment

106.45 Grievance process for formal complaints of sexual harassment

110.25 Prohibition of discrimination based on age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist

California's ~~California~~ K-12 Schools in Responding to Immigration Issues, April 2018

HUMAN RIGHTS CAMPAIGN FOUNDATION PUBLICATIONS

California LGBTQ Youth Report, 2019

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Prohibited Disability Harassment, July 2000

WEB SITES

CSBA: <http://www.csba.org>

California Association of Human Relations Organizations: <http://www.cahro.org>

California Department of Education: <http://www.cde.ca.gov>

California Office of the Attorney General: <http://oag.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Health and Human Services: <http://www.stopbullying.gov>

U.S. Department of Justice: <https://www.justice.gov>

Instruction

BP 6142.5(a)

ENVIRONMENTAL EDUCATION

The ~~Governing Board of Trustees~~ recognizes that schools play a crucial role in educating students about the relationship between humans and importance of the natural world environment and in preparing them to have the skills, knowledge, and principles needed to solve environmental problems, be stewards of natural resources. The Board believes that all students should value the environment, respect all life forms, understand the basic ecological systems and the impact of human action on such systems, including, but not limited to, climate change. The district's environmental education program shall promote environmental literacy and shall prepare students to be stewards of natural resources, principles which support the planet, and live an environmentally sustainable lifestyle ecologically responsible life-style.

~~(cf. 6000 - Concepts and Roles)~~

~~(cf. 6142.3 - Civic Education)~~

The district's local control and accountability plan may include local goals and priorities for environmental literacy.

~~(cf. 0460 - Local Control and Accountability Plan)~~

The district's environmental education program may be taught across the district curriculum in science, history-social science, English language arts, health, and, to the extent practicable, mathematics. Such instruction Superintendent or designee shall be develop an environmental education program that is aligned with state-adopted academic standards and curriculum frameworks. The Superintendent or designee shall determine how the district's environmental education program will be integrated into the district's science curriculum and other subjects and courses in which the concepts may be explicitly and systematically taught.

~~(cf. 6011 - Academic Standards)~~

~~(cf. 6141 - Curriculum Development and Evaluation)~~

~~(cf. 6142.93 - Science Instruction)~~

~~(cf. 6143 - Courses of Study)~~

and may include, but not be limited to, The goal of the district's environmental education program shall be to provide students with an understanding of the interactions and interdependence of human societies and natural systems, people's dependence and influence on natural systems, the ways that natural systems change and how people can benefit and influence that change, the fact that there are no boundaries to prevent matter from flowing between systems, and the fact that decisions affecting resources and natural systems are complex and involve many factors.

~~(cf. 6011 - Academic Standards)~~

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6142.93 - Science Instruction)
(cf. 6143 - Courses of Study)

The district's program ~~may also provide for~~shall emphasize a coordination of instructional resources with active student participation in onsite resource conservation and management programs and the promotion of service learning partnerships. The Superintendent or designee may collaborate with other local educational agencies and/or community-based organizations to enhance the curriculum and learning experiences provided to students.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 3511 - Energy and Water Management)
(cf. 3511.1 - Integrated Waste Management)
(cf. 3514 - Environmental Safety)
(cf. 5030 - Student Wellness)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6153 - School-Sponsored Trips)

Legal Reference: (see next page)

BP 6142.5(b)

ENVIRONMENTAL EDUCATION (continued)

The Superintendent or designee shall ensure that environment-based learning experiences are made available on an equitable basis and that the environmental literacy curriculum reflects the linguistic, ethnic, and socioeconomic diversity of California.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)

As appropriate, the Superintendent or designee shall provide professional development for teachers in the development and effective implementation of curriculum and activities inside and outside of the classroom that promote environmental literacy.

Legal Reference:

EDUCATION CODE

8700-8707 *Environmental education*
8720-8723 *Conservation education service*
8760-8773 *Outdoor science, conservation, and forestry*
33541 *Science requirements*
37222-44 *John Muir; recognition of his contributions*
51210 *Areas of study, grades 1-6*

51220 Areas of study, grades 7-12
[51227.3 Environmental principles and concepts](#)
51795-51797 School instructional gardens
60041 Ecological systems and their protection
PUBLIC RESOURCES CODE
71300-71305 Statewide environmental education

Management Resources:

WEB SITES

~~California Environmental Protection Agency, Education and the Environment Initiative:~~
~~<http://www.calepa.ca.gov/Education/EEI>~~

California Department of Education, Environmental Education and Environmental Literacy:
<http://www.cde.ca.gov/pd/ca/sc/oeintrod.asp>

California ~~Department of Resources, Recycling and Recovery, Education and the Environment~~
~~Initiative: <https://www.californiaeei.org>~~
~~<http://www.alrecycle.ca.gov/Education>~~

California Regional Environmental Education Community: <http://www.creec.org>

Green Schoolyards America: <https://www.greenschoolyards.org>

Green Schoolyards America, National COVID-19 Outdoor Learning Initiative:

<https://www.greenschoolyards.org/covid-learn-outside>

North American Association for Environmental Education:

<https://naaee.org/our-work/programs/eeworks>

Policy ~~CSBA MANUAL MAINTENANCE SERVICESAN MATEO UNION HIGH~~
~~SCHOOL DISTRICT~~

adopted: ~~June~~ 2021 ~~July~~ 15,
2010 ~~San Mateo, California~~

Instruction

AR 6162.51(a)

STATE ACADEMIC ACHIEVEMENT TESTS

The Superintendent or designee shall administer the California Assessment of Student Performance and Progress (CAASPP) to all district students at applicable grade levels, except those students exempted by law.

The students of any charter school that receives its state funding allocation through the district shall be tested in coordination with the testing of district students. In addition, the Superintendent or designee shall arrange for the testing of students in any alternative education program or program conducted off campus, including, but not limited to, non-classroom based programs, continuation schools, independent study, community day schools, county community schools, juvenile court schools, or nonpublic, nonsectarian schools. No test shall

be administered in a home or hospital except by a test administrator or test examiner. (5 CCR 851)

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 6158 - Independent Study)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

On or before July 1 of each year, the Superintendent or designee shall identify any district school(s) with students who are unable to access the computer-based assessment of a CAASPP test and shall report the number of such students to the test contractor. If available, a paper and pencil version of the assessment may be administered to such students. (5 CCR 853, 857)

On or before July 1 of each year, the Superintendent or designee shall designate a district coordinator who shall oversee all matters related to the testing program and serve as the district representative and liaison with the test contractor and the California Department of Education (CDE). The Superintendent or designee shall also designate a coordinator for each test site. The duties of the district and site test coordinators shall include those specified in 5 CCR 857-858. (5 CCR 857-858)

The Superintendent or designee also shall appoint trained test administrator(s) to administer the CAASPP achievement tests and test examiner(s) to administer the California Alternate Assessments. A test examiner shall be a certificated or licensed employee [or contractor](#) of the district or county office of education. (5 CCR 850)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

AR 6162.51(b)

~~**STATE ACADEMIC ACHIEVEMENT TESTS** (continued)~~

As appropriate, the Superintendent or designee shall assign a specially trained district employee to serve as a test proctor to assist the test examiner; a specially trained district

AR 6162.51(b)

~~**STATE ACADEMIC ACHIEVEMENT TESTS** (continued)~~

employee, or other person supervised by a district employee, to serve as a translator to translate the test directions into a student's primary language; and a district employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian or sibling shall not be eligible to be that student's translator or scribe. (5 CCR 850)

All test administrators, test examiners, proctors, translators, scribes, district and site test coordinators, and other persons having access to any of the CAASPP achievement tests and corresponding test materials, assessment technology platform, or tests administered pursuant to Education Code 60640 shall acknowledge the limited purpose of their access to the achievement tests by signing a test security affidavit. In addition, all district and site test coordinators shall sign a test security agreement before receiving any CAASPP achievement tests and corresponding test materials. The test security affidavit and test security agreement shall be those set forth in 5 CCR 859. (5 CCR 850, 859)

Tests Included in the State Assessment System

The district shall administer the following CAASPP assessments: (Education Code 60640; 5 CCR 851.5)

1. The [Smarter Balanced summative assessments](#)~~CAASPP achievement tests~~ for English language arts and mathematics in grades 3-8 and 11, except that:

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

- a. Recently arrived English learners, defined pursuant to Education Code 60603 as English learners who are in their first 12 months of attending a school in the United States, shall be exempted from taking the English language arts assessment to the extent allowed by federal law. A recently arrived English learner may be administered the test upon request by [the student's his/her](#) parent/guardian.

(cf. 6174 - Education for English ~~Language~~ Learners)

- b. Students with disabilities who are unable to participate in the English language arts and mathematics assessments, even with the resources described in the section "Testing Variations" below, shall be provided an alternate test when designated in their individualized education program (IEP), as provided in item #3 below.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

AR 6162.51(c)

STATE ACADEMIC ACHIEVEMENT TESTS (continued)

2. [The California Science Test \(CAST\) assessments](#) at grades 5, 8, and [once in grades 10-12](#)

However, students with disabilities who are unable to participate in the [CAST science assessments](#), even with the resources described in the "Testing Variations" section below, shall be provided an alternate test when designated in their IEP, as provided in item #3 below.

(cf. 6142.93 - Science Instruction)

3. [The California Alternate Assessments \(CAA\) in English language arts, mathematics, and science for students with significant cognitive](#)³~~For students with~~ disabilities who are unable to take the tests specified in items #1-2 above, even with appropriate accommodations or other testing resources, and who have an IEP that designates the use of alternate tests at the applicable grade levels:

- a. ~~California Alternate Assessment in English language arts and mathematics for students with significant cognitive disabilities~~

- b. ~~For the science assessment, either the California Modified Assessment or, for students with significant cognitive disabilities, the California Alternate Performance Assessment~~

In addition, the Superintendent or designee may administer [the California Spanish Assessment \(CSA\)](#) ~~a primary language assessment~~ to English learners. Administration of this test shall not replace the administration of the above tests, administered in English, to English learners. (Education Code 60640)

The ~~CSA primary language assessment~~ also may be used to assess students in a dual language immersion program who are not limited English proficient or who are redesignated fluent English proficient, subject to approval by ~~the California Department of Education (CDE)~~ of an agreement between the district and the state testing contractor. (Education Code 60640)

[Throughout the school year, schools may use Smarter Balanced interim assessments and formative assessment tools at any grade level to provide timely feedback regarding students' progress toward mastery of the skills measured by the summative assessments in English language arts and mathematics and to assist teachers in continually adjusting instruction to improve learning. The Superintendent or designee may determine the timing and frequency of the administration of such assessments.](#)

Exemptions

Each year the Superintendent or designee shall notify parents/guardians of their child's participation in the CAASPP and of the provisions of Education Code 60615 related to exemptions from testing. (5 CCR 852)

(cf. 5145.6 - Parental Notifications)

~~Parents/guardians~~A parent/guardian may annually submit to the school a written request to excuse ~~their/his/her~~ child from any or all parts of the CAASPP assessments for the school year, and such a request

AR 6162.51(d)

STATE ACADEMIC ACHIEVEMENT TESTS (continued)

shall be granted by the Superintendent or designee. However, district employees shall not solicit or encourage any exemption request on behalf of any student or group of students. (Education Code 60615; 5 CCR 852)

AR 6162.51(d)

~~STATE ACADEMIC ACHIEVEMENT TESTS (continued)~~

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Period

The Superintendent or designee shall establish testing days for district students within the following available testing windows: (5 CCR 855)

- ~~1. Unless otherwise specified in state regulations, assessments~~~~1. Assessments in English language arts and mathematics~~ shall be administered between the date on which at least 66 percent of the school's or track's annual instructional days ~~for grades 3-8, or at least 80 percent of the annual instructional days for grade 11,~~ have been completed, ~~but no earlier than the second Tuesday in January,~~ and the last day of instruction for the regular annual calendar of the school or track, ~~but no later than July 15 or, if July 15 is not a weekday, then the next weekday following July 15.~~
- ~~2. The CAA for All science assessments, including CAPA and CMA, shall be administered annually beginning on a date in September as determined by CDE through~~~~during an available testing window of 25 instructional days that includes 12 instructional days before and after completion of 85 percent of the last day of instruction for the regular school's or track's annual instructional days.~~
- ~~3. Beginning in the 2016-17 school or track, but no later than July 15 or, if July 15 is not a weekday, then~~~~year, the CAA shall be administered during the next weekday following July 15~~~~available testing windows specified in item #1.~~

34. The ~~CSA primary language assessment~~ shall be administered to English learners within the testing window specified in item #~~12~~.

Within the above testing windows, the Superintendent or designee may designate one testing period for each school or track or, if a school has multiple tracks, a selected testing period for each track. The district shall not exceed six selected testing periods within the available testing window. The testing period shall be no fewer than 25 consecutive instructional days and may be extended up to an additional 10 consecutive instructional days if still within the available testing window set forth in items #1-~~24~~ above. (5 CCR 855)

Students who are absent during testing shall be provided an opportunity to take the tests within the testing window.

Testing Variations

~~All CAASPP achievement tests and the primary language test~~ shall be administered in accordance with the manuals or other instructions provided by the test contractor or CDE except that, as appropriate, the following testing variations may be used: (5 CCR 850, 853-~~854.4~~)~~853.8~~)

AR 6162.51(e)

STATE ACADEMIC ACHIEVEMENT TESTS (continued)

1. Universal tools specified in 5 CCR ~~854.1-854.4~~~~853.5~~ may be used with any student.
2. Designated supports specified in 5 CCR ~~854.1-854.4~~~~853.5~~ ~~and, if an English learner, in 5 CCR 853.7~~, may be used with a student for whom the need has been indicated by an educator or team of educators, with parent/guardian and student input as appropriate, or for whom the need is specified in the student's IEP or Section 504 plan.
3. Accommodations specified in 5 CCR ~~854.1-854.4~~~~853.5~~ may be used with a student with disabilities when included in the student's IEP or Section 504 plan as resources that are regularly used in the classroom for the student's instruction and/or assessment(s). Such accommodations shall be either utilized in the assessment environment or consist of changes in procedures or materials that increase equitable access during the assessment.
4. An unlisted resource that has not been specifically identified as an approved universal tool, designated support, or accommodation may be used with a student who has an IEP or Section 504 plan provided that the resource is one that is regularly used in the classroom for instruction and/or assessment and ~~the~~ CDE has approved its use. At least 10 business days prior to the student's first day of CAASPP testing, the district or school site test coordinator may electronically submit a request to ~~the~~ CDE for approval to use that unlisted resource during that year. ~~If the~~ CDE determines that the unlisted resource changes the construct being measured, the unlisted resource may nevertheless be used with the student in order to generate an individual score report even though the student

shall not be counted in the participation rate for accountability measures. (5 CCR [854.9853-8](#))

In the administration of the CAA to a student with significant cognitive disabilities, the student may have all instructional supports that may be used in daily instruction or assessment, including language and physical supports, with the exception of any inappropriate test practices listed in test administration manuals. (5 CCR 850, [854.5853-6](#))

Report of Test Results

For any state assessments that produce valid individual student results, the Superintendent or designee shall forward or transmit the student's test results to [the student's/his/her](#) parents/guardians within 20 working days from receipt of the results from the test contractor or, if the district receives the results from the contractor after the last day of instruction for the school year, then within the first 20 working days of the next school year. The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. An individual student's scores shall also be reported to [the/his/her](#) school and teacher(s) and shall be included in [the/his/her](#) student record. (Education Code 60641; 5 CCR 863)

(cf. 5125 - Student Records)

AR 6162.51(f)

STATE ACADEMIC ACHIEVEMENT TESTS (continued)

With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60641)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 49076, 60641)

Regulation ~~CSBA MANUAL MAINTENANCE SERVICES~~ **SAN MATEO UNION HIGH SCHOOL DISTRICT**

approved: ~~June~~ 2021 ~~August~~ 11,
~~2016~~ San Mateo, California

Facilities

BP 7211(a)

DEVELOPER FEES

In order to finance the construction or reconstruction of school facilities needed to accommodate increased student enrollment resulting students coming from new development, the Governing Board of Trustees may establish, levy, and collect developer fees on residential, commercial, and industrial construction within the district, subject to restrictions specified by law ~~and administrative regulation~~.

Appeals Process for Protests by Developers

~~The Superintendent or designee shall establish an appeals process for the handling of protests by developers. (Education Code 17621)~~

Legal Reference:

EDUCATION CODE

~~17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998~~

~~17582 District deferred maintenance fund~~

~~17620-17626 Levies against development projects by school districts~~

GOVERNMENT CODE

~~6061 One-time notice~~

~~6066 Two-weeks' notice~~

~~65352.2 Level 2 funding notification requirement~~

~~65864-65869.5 Development agreements~~
~~65995-65998 Payment of fees against a development project~~
~~66000-66008 Fees for development projects~~
~~66016-66018.5 Development project fees~~
~~66020-66025 Protests and audits~~
CODE OF REGULATIONS, TITLE 2
~~1859-1859.106 School facility program~~
COURT DECISIONS
~~Dolan v. City of Tigard (1994) 114 S.Ct. 2309~~

Management Resources:

WEB SITES

Department of General Services, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Policy _____ **SAN MATEO UNION HIGH SCHOOL DISTRICT**
adopted: July 15, 2010 _____ San Mateo, California

Facilities _____ AR 7211(a)

~~**DEVELOPER FEES**~~

Level 1 FeesFunding: Residential, Commercial and Industrial Construction

Before taking action to establish, increase, or impose Level 1 developer fees, the Board of Trustees shall conduct a fee justification study which: (Government Code 66001)

- ~~1. Identifies the purpose of the fee and the use to which the fee will be put~~
- ~~2. Determines a reasonable relationship between the fee's use and the type of development project for which the fee is imposed~~
1. Identifies the purpose of the fee and the use to which the fee will be put
2. Determines a reasonable relationship between the fee's use and the type of development project for which the fee is imposed
3. Determines a reasonable relationship between the need for the public facility and the type of development project for which the fee is imposed
4. Determines a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributed to the development for which the fee is imposed

Level 1 Funding: Notice and Hearing Requirements

Before levying developer fees or prior to increasing an existing fee, the Board shall ~~hold~~schedule a public hearing. The Superintendent or designee shall mail notice of the time and place of the meeting, ~~including a general explanation of the matter to be considered and a statement that the required data are available, at least 14 days prior to the meeting to any interested party who has requested such information. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed.~~

~~Renewal requests for mailed notices shall be filed on or before April 1 of each year. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 66016)~~

~~Information on the anticipated amount of fees, other available funds and funding sources, and the estimated cost of planning, land acquisition at which a public hearing shall occur, including a general explanation of the matter to be considered and a statement that the required data are available, at least 14 days prior to the meeting to any interested party who has requested such information. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 66016)~~

~~Information on the anticipated amount of fees, other available funds and funding sources, and the estimated cost of planning, land acquisition, and school construction shall be made available to the public at least 10 days before the hearing. (Government Code 66016)~~

~~At the hearing, the Board shall adopt a resolution for the levying of the developer fees. (Government Code 66016)~~

~~At the hearing, the Board shall adopt a resolution for the levying of the developer fees. (Government Code 66016)~~

The resolution shall set forth:

1. The purpose of the fee, the use to which the fee is to be put, and the public improvement(s) that the fee will be used to finance (Government Code 66001, 66006)
- ~~2. The Board's findings of reasonable relationship which justify the fees pursuant to Government Code 66001~~

BP

AR 7211(b)

~~DEVELOPER FEES (continued)~~

DEVELOPER FEES~~3. The district's determination of either of the following conditions which allow collection of the fees at the time when building permits are issued: (Government Code 66007)~~

- ~~a. That the fees are to reimburse the district for previous expenditures~~
- ~~b. That the fees shall be collected for public improvements or facilities for which an account has been established, funds have been appropriated (continued)~~

2. The Board's findings of reasonable relationship which justify the fees pursuant to Government Code 66001

3. If the district requires payment of the fee at a time earlier than the date of final inspection or the issuance of a certificate of occupancy, the district's determination of either of the following conditions which allow collection of the fees at the time when building permits are issued: (Government Code 66007)

- a. That the fees are to reimburse the district for previous expenditures
- b. That the fees shall be collected for public improvements or facilities for which an account has been established, funds have been appropriated, and the district has adopted a proposed construction schedule or plan

In the case of any commercial or industrial development, the Board shall make findings on either an individual project basis or on the basis of categories of commercial or industrial development. Those categories may include, but are not limited to, the following uses: office, retail, transportation, communications and utilities, light industrial, heavy industrial, research and development, and warehouse. The Board shall also conduct a study to determine the impact of the increased number of employees anticipated to result from the commercial or industrial development upon the cost of providing school facilities within the district. (Education Code 17621)

Level 2 Fees Funding: Residential Construction

In order to impose Level 2 residential construction fees within the limits of Government Code 65995.5, the Board shall, in addition to fulfilling the requirements above for Level 1 fees, undertake the following:- (Government Code 65995.5)

- 1. Make a timely application to the State Allocation Board (SAB) for new construction funding and be determined to be for which it is eligible by SAB
- ~~2. Conduct and adopt a school facility needs analysis pursuant to Government Code 65995.6~~
- ~~3. Satisfy at least two of the requirements set forth in Government Code 65995.5(b)(3)(A-D) (Government Code 65995.5)~~

Level 2 Funding: Notice and Hearing Requirements

~~At least 45 days prior to completion of the school facility needs analysis, the Board shall notify and provide copies of the analysis to the planning commission or agency of the city or county with land use jurisdiction within the district. Upon request of either party, the Board and city or county shall meet within 15 days following notification. (Government Code 65352.2)~~

~~(cf. 7131 - Relations with Local Agencies)~~

~~The Board shall adopt the school facility needs analysis by resolution at a public hearing. (Government Code 65995.6)~~

2. Conduct and adopt a school facility needs analysis pursuant to Government Code 65995.6

3. Satisfy at least two of the requirements set forth in Government Code 65995.5(b)(3)(A-D)

At least 45 days prior to completion of the school facility needs analysis, the Board shall notify and provide copies of the analysis to the planning commission or agency of the city or county with land use jurisdiction within the district. Upon request of either party, the Board and city or county shall meet within 15 days following notification. (Government Code 65352.2)

BP 7211(c)

DEVELOPER FEES (continued)

~~(cf. 7131 - Relations with Local Agencies)~~

~~The Board shall adopt the school facility needs analysis by resolution at a public hearing. (Government Code 65995.6)~~

This analysis ~~shall~~may not be adopted until the analysis, in its final form, has been made available to the public for a period of not less than 30 days. ~~Prior to its adoption, the public shall have the opportunity to review and comment on the analysis and the Board shall respond to written comments it receives regarding the analysis. (Government Code 65995.6)~~

AR 7211(e)

~~**DEVELOPER FEES**~~ (continued)

~~During the period of public review, the analysis shall be provided to the local agency responsible for land use planning for its review and comment. Prior to its adoption, the public shall have the opportunity to review and comment on the analysis and the Board shall respond to written comments it receives regarding the analysis. (Government Code 65995.6)~~

~~Not (Government Code 65995.6)~~

~~No~~ less than 30 days prior to the hearing, notice of the time and place of the hearing, including the location and procedure for viewing or requesting a copy of the proposed analysis, shall be published in at least one newspaper of general circulation within the jurisdiction of the district. If there is no paper of general circulation, the notice shall be posted in at least three conspicuous places within the district's jurisdiction not less than 30 days prior to the hearing. (Government Code 65995.6)

In addition, the Superintendent or designee shall mail a copy of the needs analysis not less than 30 days prior to the hearing to any person who has made a written request if the written request was made 45 days prior to the hearing. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 65995.6)

During the period of public review, the analysis shall be provided to the local agency responsible for land use planning for its review and comment. (Government Code 65995.6)

The school facility needs analysis may be revised at any time. The revision is subject to the same conditions and requirements applicable to the adoption of the analysis. The existing school building capacity shall be recalculated as part of any revision to the needs analysis. (Government Code 65995.6)

The fees authorized by Government Code 65995.6 and ~~Government Code~~ 65995.7 shall be adopted by resolution as part of the adoption or revision of the school facilities needs analysis. The fees shall take effect immediately upon adoption of the resolution and may not be effective for more than one year. (Government Code 65995.6)

Level 3 FeesFunding: Residential Construction

When Level 3 fees are authorized by law and the district qualifies for Level 2 feesfunding pursuant to Government Code 65995.5, the Board may assess a fee on residential construction pursuant to ~~the requirements of~~ Government Code 65995.7.

BP 7211(d)

DEVELOPER FEES (continued)

TheLevel 3 Funding: Notice and Hearing Requirements

~~Pursuant to Government Code 65995.7, the~~ notice and hearing requirements, resolution requirement, and term of effectiveness for Level 3 feesfunding shall be the same as the requirements for Level 2 feesfunding as specified above. (Government Code 65995.7)

Use of Fees

The Board shall review information provided by the Superintendent or designee pursuant to Government Code 66006 regarding each account or fund into which developer fees have been deposited, at the first regularly scheduled public Board meeting which occurs 15 days after the information is made available to the public. Fifteen-day prior notice of this meeting shall be mailed to any parties filing a written request pursuant to Government Code 66006. (Government Code 66006)

In addition to discharging its public disclosure duties regarding the levying of developer fees, the Board shall, for the fifth fiscal year after the first deposit into the account or fund and every five years thereafter, make all of the following findings with respect to the portion of the account or fund that remains unexpended, whether committed or uncommitted: (Government Code 66001)

1. Identify the purpose to which the fee is to be put
2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged
3. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements originally identified
4. Designate the approximate dates on which the funding referred to in item #3 is expected to be deposited into the appropriate account or fund

Legal Reference: (see next page)

BP 7211(e)

DEVELOPER FEES (continued)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act of 1998

17582 District deferred maintenance fund

17620-17626 Levies against development projects by school districts

[101122 Schedule for allocation of proceeds from sale of bonds](#)

GOVERNMENT CODE

[6061 One time notice](#)

[6066 Two weeks' notice](#)

[65352.2 Level 2 funding notification requirement](#)

[65864-65869.5 Development agreements](#)

[65995-65998 Payment of fees against a development project](#)

[66000-66008 Fees for development projects](#)

[66016-66019 Procedures for adopting various fees](#)

[66020-66025 Protests, legal actions, and audits](#)

CODE OF REGULATIONS, TITLE 2

[1859-1859.108 School facility program](#)

COURT DECISIONS

[Tanimura & Antle Fresh Foods, Inc. v. Salinas Union High School District \(2019\) 34 Cal. App. 5th 775](#)

[Summerhill Winchester LLC v. Campbell Union School District \(2018\) 30 Cal. App. 5th 545](#)

[Cresta Bella, LP v. Poway Unified School District \(2013\) 218 Cal.App.4th 438](#)

[Warmington Old Town Associates \(2002\) 101 Cal.App.4th 840](#)

[Dolan v. City of Tigard \(1994\) 114 S.Ct. 2309](#)

[Garrick Development Company v. Hayward Unified School District \(1992\) 3 Cal.App.4th 320](#)

Management Resources:

WEB SITES

[Department of General Services, Office of Public School Construction: https://www.dgs.ca.gov/OPSC](https://www.dgs.ca.gov/OPSC)

<u>Policy</u>	<u>CSBA MANUAL MAINTENANCE SERVICE</u>
<u>adopted:</u>	<u>June 2021</u>
<u>Facilities</u>	<u>AR 7211(a)</u>

DEVELOPER FEES

All Developer Funding Fees: Additional Requirements

The district shall send a copy of any [Governing Board](#) resolution adopting or increasing [Level 1, 2, or 3](#) developer fees to the city and county, accompanied by all relevant supporting documentation and a map indicating the boundaries of the area subject to the fee. (Education Code 17621)

~~DEVELOPER FEES~~ (continued)

In cooperation with local governmental agencies issuing building permits, the Superintendent or designee shall establish a means by which all of the following shall be accomplished:

1. The project applicant shall receive a written statement of the amount of the fees and notification that the 90-day approval period during which the applicant may protest has begun. (Government Code 66020)
2. The Superintendent or designee shall receive and retain acknowledgment that the above notification was received.
- ~~3.~~ Before a permit is issued and upon the payment of the applicable fee or requirement, the Board shall immediately certify that the fee has been paid or that the district has determined that the fee does not apply to the development project. (Education Code 17620)

Developer fees shall be deposited, invested, accounted for, and expended pursuant to Government Code 66006. Developer fees shall be deposited in a separate capital facilities account, except for temporary investments allowed by law, and shall be used only for the purpose for which they were collected. Interest income earned by the capital facilities account shall also be deposited in that account and used only for the purpose for which the fee was originally collected. (Government Code 66006)

For each separate account so established, the Superintendent or designee shall, within 180 days after the last day of each fiscal year, make available to the public and the Board the following information for the fiscal year: (Government Code 66006)

1. A brief description of the type of fee in the account or fund
2. The amount of the fee
3. The beginning and ending balance of the account or fund
4. The amount of the fees collected and the interest earned
5. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees

DEVELOPER FEES (continued)

6. An identification of an approximate date by which the construction of the public improvement will commence if the district determines that sufficient funds have been collected to complete financing on an incomplete public improvement
7. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan

AR 7211(e)

~~DEVELOPER FEES (continued)~~

8. The amount of refunds made pursuant to Government Code 66001(e) and any allocations made pursuant to Government Code 66001(f)

~~The Board shall review the above information at the first regularly scheduled public Board meeting which occurs 15 days after the information is made available to the public. Fifteen day prior notice of this meeting shall be mailed to any parties filing a written request pursuant to Government Code 66006. (Government Code 66006)~~

~~In addition to discharging its public disclosure duties regarding the levying of developer fees, the Board shall, for the fifth fiscal year after the first deposit into the account or fund and every five years thereafter, make all of the following findings with respect to the portion of the account or fund that remains unexpended, whether committed or uncommitted: (Government Code 66001)~~

- ~~1. Identify the purpose to which the fee is to be put~~
- ~~2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged~~
- ~~3. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements originally identified~~
- ~~4. Designate the approximate dates on which the funding referred to in item #3 is expected to be deposited into the appropriate account or fund~~

When sufficient funds have been collected to complete the financing of public improvements but such improvements remain incomplete, the district shall, within 180 days of the date that a determination of sufficient funding was made, either identify an approximate date by which construction will begin or refund the unexpended revenues in accordance with Government Code 66001. (Government Code 66001)

Appeals Process for Protests by Developers

The Superintendent or designee shall establish an appeals process for the handling of protests by developers. (Education Code 17621)

Developers of residential, commercial, and industrial projects who claim that the developer fee has been inappropriately levied shall use the following procedures: (Government Code 66020)

1. The developer shall tender any required payment in full or provide satisfactory evidence of arrangements to pay the fee when due or ensure performance of the conditions necessary to meet the requirements of the imposition.

AR 7211(f)

~~**DEVELOPER FEES** (continued)~~

2. The developer shall serve written notice to the Board which. ~~This notice~~ shall include:
 - a. A statement that the required payment is tendered or will be tendered when due, or that any conditions which have been imposed are provided for or satisfied, under protest
 - b. A statement informing the Board of the factual elements of the dispute and the legal theory forming the basis for the protest
3. The protest shall be filed at the time of approval or conditional approval of the development or within 90 days after the date of the imposition of the fees.

AR 7211(c)

DEVELOPER FEES (continued)

At the time of the imposition of the fee, the Superintendent or designee shall provide each project applicant written notice that the 90-day period in which the applicant may initiate a protest has begun. The developer may file an action to attack, review, set aside, void, or annul the imposition of the fees imposed on the development project within 180 days of delivery of the notice. -(Government Code 66020)

Regulation ~~CSBA MANUAL MAINTENANCE SERVICES~~ ~~SAN MATEO UNION HIGH SCHOOL DISTRICT~~

approved: ~~June~~ ~~2021~~ ~~July~~ ~~15,~~
~~2010~~ ~~San Mateo, California~~