

## SCHOOL PLANS/SITE COUNCILS

The Governing Board believes that comprehensive planning ~~that is aligned with the district's local control and accountability plan (LCAP)~~ is necessary at each school; in order to focus school improvement efforts on student academic achievement and facilitate the effective use of available resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0415 - Equity)*

*(cf. 0450 - Comprehensive Safety Plan)*

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

Each district school ~~that participates in one or more federal and/or state categorical programs funded through the state's consolidated application process pursuant to Education Code 64000~~ shall establish a school site council in accordance with Education Code ~~65000-65001~~. ~~The school site council shall 52852 and the accompanying administrative regulation to develop, review, and approve school plans.~~

~~For, and annually review any school that participates in specified state and update a school plan for student achievement (SPSA) which consolidates/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan, unless otherwise prohibited by law, for student achievement (SPSA).~~ (Education Code 64001)

~~*(cf. 0520.2 - Title I Program Improvement Schools)*~~

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1431 - Waivers)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6171 - Title I Programs)*

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

*(cf. 6190 - Evaluation of the Instructional Program)*

~~As appropriate, a school may incorporate any other school program into the SPSA. (Education Code 64001)~~

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all applicable programs ~~included~~, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and its students. The Superintendent or designee~~He/she~~ shall also ensure consistency between the~~that~~ specific actions included in the district's local control and accountability plan~~and LCAP are consistent with~~ the strategies identified in each school's SPSA.

The Board shall, at a regularly scheduled Board meeting, review and approve each school's SPSA whenever there are~~and~~ any ~~subsequent~~ material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. (Education Code 64001)~~The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding. (Education Code 64001)~~

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#### ~~SCHOOL PLANS/SITE COUNCILS (continued)~~

~~If~~Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council ~~or committee~~. The school site council ~~or committee~~ shall then revise and resubmit the SPSA to the Board for its approval. (Education Code 6400152855)

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the school site council.

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#### ~~SCHOOL PLANS/SITE COUNCILS (continued)~~

The SPSA may serve as the school improvement plan required when a school is identified for targeted or comprehensive support pursuant to 20 USC 6303. (Education Code 64001)

(cf. 0500 - Accountability)

Any complaint alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA may be filed with the district in accordance with the district's uniform complaint procedures pursuant to 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 64001)

(cf. 1312.3 - Uniform Complaint Procedures)

#### *Legal Reference:*

##### EDUCATION CODE

52-53 *Designation of schools*

33133 *Information guide for school site councils*

35147 *Open meeting laws exceptions*

~~41540-41544 Targeted instructional improvement block grants~~  
 52060-52077 Local control and accountability plan  
 52176 ~~English learner advisory~~ Advisory committees  
~~52852 School site councils~~  
~~54000-54028 Educationally Disadvantaged Youth Programs~~  
~~54425 Advisory committees (compensatory education)~~  
 56000-56867 Special education  
 64000 Categorical programs included in consolidated application  
 64001 ~~School~~ Single school plan for student achievement, consolidated application programs  
~~65000-65001 School site councils~~  
CODE OF REGULATIONS, TITLE 5  
 3930-3937 Compliance plans  
~~4600-4670 Uniform complaint procedures~~  
~~11308 English learner advisory committees~~  
UNITED STATES CODE, TITLE 20  
~~6303 School improvement~~  
~~6311 State plan~~  
~~6314 Schoolwide~~ ~~6311 Accountability, adequate yearly progress~~  
~~6312-6319 Title I programs; schoolwide program plan~~ plans  
 6421-6472 Programs for neglected, delinquent, and at-risk children and youth  
 6601-6651 Teacher and Principal Training and Recruitment program  
 6801-7014 Limited English proficient and immigrant students  
~~7101-7122 Student Support~~ ~~7165 Safe and Academic Enrichment Grants~~ ~~Drug-Free Schools and Communities~~  
 7341-7355c Rural Education Initiative

Management Resources: (see next page)

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## SCHOOL PLANS/SITE COUNCILS (continued)

Management Resources:

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council,  
February 2014

### WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

### WEB SITES

California Department of Education, ~~Single Plan for Student Achievement:~~

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

U.S. Department of Education: <http://www.ed.gov>

WestEd: <http://www.wested.org>

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

adopted: ~~December 2018~~ ~~November 19, 2015~~

## SCHOOL PLANS/SITE COUNCILS

### School Site Councils

Each school that operates a program requiring the development of a school plan for student achievement (SPSA) pursuant to Education Code 64001 shall have a school site council composed of the following: (Education Code 6500052852)

1. The principal or designee
2. Classroom teachers at the school, ~~Teachers~~ selected by the classroom~~school's~~ teachers at the school
3. Other school personnel who are not teachers, selected by the ~~school's~~ other personnel at the school who are not teachers
4. ~~Parents~~Parent/guardian representatives, who may include parents/guardians of students attending the school and/or other members of the community ~~members~~, selected by the parents/guardians of students attending the school
5. If the school is a secondary school, students attending the school selected by other secondary~~such~~ students

(cf. 0450 - Comprehensive Safety Plan)

Half of the school site council membership shall consist of school staff in the categories listed in items #1-3 above, the majority of whom shall be classroom teachers. For an elementary school site council, the remaining half shall be parents/guardians and/or community members, ~~parent/guardian representatives~~. For a secondary school site council, the remaining half shall be parents/guardians, community members, and/or ~~equal numbers of parent/guardian representatives and~~ students. (Education Code 6500052852)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 6500052852)

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination and equity.

~~School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, 54425; 5 CCR 3932)~~  
(cf. 0415 - Equity)

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

(cf. 1220 - Citizen Advisory Committees)

### **~~Single Plan for Student Achievement~~**

~~Any district school that shall participate in any state or federal categorical program specified in Education Code 64000 on an ongoing basis shall have a school site council which shall~~

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## **SCHOOL PLANS/SITE COUNCILS (continued)**

### **School Plan for Student Achievement**

~~The school site council shall develop~~approve and annually review and update ~~an a single plan for student achievement~~ (SPSA that addresses all federal and/or state categorical programs in which). ~~If the school participates pursuant~~does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to Education Code 64000, the composition requirements of the school site council listed in the section "School Site Councils" above. (Education Code 64001)

(cf. 1431 - Waivers)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

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

~~(cf. 6184 - Continuation Education)~~

The SPSA shall be developed with the review, ~~advice, and~~ certification, and advice of ~~the any applicable~~ school English learner advisory committee, if required~~committees.~~ (Education Code 64001)

~~Such groups may include~~(cf. 6174 - Education for English Learners)

Other school and district committees, including, but, but are not limited to, a parent advisory committee established to review and comment on the district's local control and accountability plan (LCAP),; advisory ~~committees~~committees established for ~~English learner and~~ special education programs, and; Western Association of Schools and Colleges leadership teams, may also

~~be consulted on; district or school liaison teams for schools identified for program improvement; and other committees established by the~~ content of the plan school or district.

(cf. 0460 - Local Control and Accountability Plan)

~~(cf. 0520.2 - Title I Program Improvement Schools)~~

(cf. 6190 - Evaluation of the Instructional Program)

~~Before developing the content of the~~ The SPSA, the school site council shall conduct a comprehensive needs assessment pursuant to 20 USC 6314, including ~~be aligned with the district's LCAP and school goals for improving student achievement. School goals shall be based on an analysis of verifiable state data~~ consistent with the state priorities specified in Education Code 52060 and the indicators in the state accountability system. The school identified pursuant to law, ~~and~~ may consider any other data developed by the district to measure student outcomes ~~achievement.~~ (Education Code ~~52062,~~ 64001)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

~~(cf. 6162.52 - High School Exit Examination)~~

The SPSA shall include all of the following, at a minimum: (Education Code 64001)

- ~~1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by law~~
1. Goals to improve student outcomes, including goals that address the needs of student groups as identified through the needs assessment
2. Evidence-based strategies, actions, or services
3. Proposed expenditures based on the projected resource allocation from ~~Identify the district to address~~ means of evaluating the findings of the needs assessment, including identifying resource inequities, which may include a review of the district's budgeting, the LCAP, and school-level budgeting, if applicable ~~school's progress toward accomplishing those goals~~

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## **SCHOOL PLANS/SITE COUNCILS (continued)**

- ~~3. Identify how state and federal law governing the categorical programs will be implemented~~

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

~~The~~In developing or revising the SPSA, the school site council ~~or other schoolwide advisory group or school support group~~ shall:

- ~~1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.~~
- ~~2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.~~
- ~~3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.~~
- ~~4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.~~

~~The school site council or other schoolwide group~~ shall approve the proposed SPSA at a meeting for which public notice has been posted. Whenever there are material revisions to the SPSA which affect the academic programs for students participating in applicable programs, the SPSA shall be submitted and then submit the SPSA to the Governing Board for review and approval at a regularly scheduled Board meeting. (Education Code 35147, 64001)

The school site council ~~or other schoolwide group~~ shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the principal or designee shall evaluate results of improvement efforts and report to the Board, school site council, ~~advisory committees~~, and other interested parties regarding progress toward school goals.

The school site council ~~or other schoolwide group~~ may amend the SPSA at any time. ~~Any revisions that would substantively change the academic programs funded through the same process required consolidated application shall be submitted to the Board for the annual update of the plan approval.~~



approved: \_\_\_\_\_ December 2018  
Policy \_\_\_\_\_ SAN MATEO UNION HIGH SCHOOL DISTRICT  
adopted: November 19, 2015

**COMPREHENSIVE SAFETY PLAN**

The Governing Board ~~of Trustees~~ recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 3515 - Campus Security)  
(cf. 3515.2 - Disruptions)  
(cf. 3515.3 - District Police/Security Department)  
(cf. 3515.7 - Firearms on School Grounds)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5131.4 - Student Disturbances)  
(cf. 5131.41 - Use of Seclusion and Restraint)  
(cf. 5131.7 - Weapons and Dangerous Instruments)  
(cf. 5136 - Gangs)  
(cf. 5137 - Positive School Climate)  
(cf. 5138 - Conflict Resolution/Peer Mediation)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)  
(cf. 5145.9 - Hate-Motivated Behavior)

**OPTION 1:- (Districts with more than 2,500 ADA, and districts with 2,500 or less ADA that choose to develop school site plans)**

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. -New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

(cf. 0420 - School Plans/Site Councils)  
(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

**~~OPTION 2:- (Districts with 2,500 or less ADA that choose to develop a districtwide plan)~~**

~~The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)~~

### COMPREHENSIVE SAFETY PLAN (continued)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

*(cf. 0500 - Accountability)*

*(cf. 9320 - Meetings and Notices)*

### COMPREHENSIVE SAFETY PLAN (continued)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

### **Tactical Response Plan**

Notwithstanding the process described above, any portion of a comprehensive safety plan that ~~addresses~~includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with ~~a~~-representative(s) of ~~an~~ employee bargaining unit(s), if ~~they choose~~he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

### **~~Public~~-Access to Safety Plan(s)**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

*(cf. 1340 - Access to District Records)*

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

~~Legal Reference: (see next page)~~

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## **COMPREHENSIVE SAFETY PLAN (continued)**

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

### *Legal Reference:*

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

41020 Annual audits

~~35294.10-35294.15 School Safety and Violence Prevention Act~~

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

#### GOVERNMENT CODE

54957 Closed session meetings for threats to security

#### PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources: (see next page)

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COMPREHENSIVE SAFETY PLAN (continued)

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, ~~rev. October~~ 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

~~Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

Management Resources continued: (see next page)

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## **~~COMPREHENSIVE SAFETY PLAN (continued)~~**

### **~~Management Resources: (continued)~~**

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

#### U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

#### WEB SITES

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

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

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

U.S. Secret Service, National Threat Assessment Center: <http://www.secretservice.gov/protection/ntac>

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

adopted: ~~December~~ ~~2018~~ ~~September~~ ~~15,~~ ~~2016~~  
~~San Mateo, California~~

**Philosophy, Goals, Objectives, and Comprehensive Plans**

AR 0450(a)

## **COMPREHENSIVE SAFETY PLAN**

### **Development and Review of Comprehensive School Safety Plan**

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council ~~also~~ shall also consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

*(cf. 1220 - Citizen Advisory Committees)*

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

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

*(cf. 1230 - School-Connected Organizations)*

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## **COMPREHENSIVE SAFETY PLAN** (continued)

4. A representative of each teacher organization at the school

*(cf. 4140/4240/4340 - Bargaining Units)*

5. A representative of the school's student body government

6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

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

### **Content of the Safety Plan**

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

*(cf. 0500 - Accountability)*

*(cf. 0510 - School Accountability Report Card)*

The plan ~~also~~ shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

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~~**COMPREHENSIVE SAFETY PLAN** (continued)~~

*(cf. 6159 - Individualized Education Program)*

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AR 0450(c)



## **COMPREHENSIVE SAFETY PLAN (continued)**

- b. An earthquake emergency procedure system in accordance with Education Code 32282

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 3516.3 - Earthquake Emergency Procedure System)*

- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

*(cf. 1330 - Use of School Facilities)*  
*(cf. 3516.1 - Fire Drills and Fires)*  
*(cf. 3516.2 - Bomb Threats)*  
*(cf. 3516.5 - Emergency Schedules)*  
*(cf. 3543 - Transportation Safety and Emergencies)*

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts ~~that~~**which** would lead to suspension, expulsion, or mandatory expulsion recommendations

*(cf. 5131.7 - Weapons and Dangerous Instruments)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

*(cf. 4158/4258/4358 - Employee Security)*

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

*(cf. 5132 - Dress and Grooming)*

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## COMPREHENSIVE SAFETY PLAN (continued)

~~(cf. 5132 - Dress and Grooming)~~

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

### 10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Among the strategies for providing a safe environment, the ~~comprehensiveschool~~ safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

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

(cf. 6142.8 - Comprehensive Health Education)

**COMPREHENSIVE SAFETY PLAN** (continued)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

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

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

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

7. District policy related to possession of firearms and ammunition on school grounds

*(cf. 3515.7 - Firearms on School Grounds)*

8. Measures to prevent or minimize the influence of gangs on campus

*(cf. 5136 - Gangs)*

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

*(cf. 5116.1 - Intradistrict Open Enrollment)*

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

## **COMPREHENSIVE SAFETY PLAN (continued)**

*(cf. 1250 - Visitors/Outsiders)*  
*(cf. 3515 - Campus Security)*  
*(cf. 3515.3 - District Police/Security Department)*  
*(cf. 3530 - Risk Management/Insurance)*  
*(cf. 5112.5 - Open/Closed Campus)*  
*(cf. 5131.5 - Vandalism and Graffiti)*

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**AR 0450(f)**

## **COMPREHENSIVE SAFETY PLAN (continued)**

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:
  - a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
  - b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
  - c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity
12. Strategies for suicide prevention and intervention  
*(cf. 5141.52 - Suicide Prevention)*
13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff  
*(cf. 3515.2 - Disruptions)*
14. Crisis prevention and intervention strategies, which may include the following:
  - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis,

including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.41 - Use of Seclusion and Restraint)

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AR 0450(g)

**COMPREHENSIVE SAFETY PLAN (continued)**

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure

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AR 0450(g)

**COMPREHENSIVE SAFETY PLAN (continued)**

- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board ~~of Trustees~~ members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
  - g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

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

approved: ~~December~~ ~~2018~~ ~~September~~ ~~15,~~ ~~2016~~  
~~San Mateo, California~~

## Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0460(a)

### LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Governing Board ~~of Trustees~~ desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and ~~and to~~ facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent ~~two~~ fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

*(cf. 3100 - Budget)*

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

*Unduplicated students* include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF).- (Education Code 42238.02)

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6174 - Education for English Learners)*

*Numerically significant student subgroups* include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, ~~or as otherwise defined by the Superintendent of Public Instruction (SPI).~~ (Education Code 52052)

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6173 - Education for Homeless Children)*

The Superintendent or designee shall review the ~~school~~single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

*(cf. 0420 - School Plans/Site Councils)*

BP 0460(b)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN** (continued)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5030 - Student Wellness)*

*(cf. 6171 - Title I Programs)*

*(cf. 7110 - Facilities Master Plan)*

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

## **Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. \_Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 4140/4240/4340 - Bargaining Units)*

*(cf. 6020 - Parent Involvement)*

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BP 0460(c)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

### **Public Review and Input**

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians at least one parent/guardian of an unduplicated students~~student~~ as defined above. (Education Code 52063; 5 CCR 15495)



**LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. -The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. -All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

*(cf. 5145.6 - Parental Notifications)*

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

### **Adoption of the Plan**

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

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~~BP 0460(d)~~

### ~~**LOCAL CONTROL AND ACCOUNTABILITY PLAN** (continued)~~

### **Submission of Plan to County Superintendent of Schools**

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

### **Monitoring Progress**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent~~him/her~~ and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. -Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

### Technical Assistance/Intervention

At its discretion~~When it is in the best interest of the district~~, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in ~~identifying the identification of~~ district strengths and weaknesses in regard to state priorities, which includes the and review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that address any areas of weakness.~~apply to the district's goals~~
2. Assistance from an academic, programmatic, or fiscal expert, or team of ~~academic~~ experts, ~~or another district in the county~~ in identifying and implementing effective programs and practices that are designed to to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such the outcomes for student subgroups
3. ~~Advice and assistance, from the California Collaborative for Educational Excellence established pursuant to Education Code 52074~~

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

In the event that the County Superintendent requires the district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant to Education Code 52064.552071, the Board shall work with the County Superintendent, or another service provider at district expense, and shall providereview all recommendations received from the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. ~~(or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52071, 52074)52062.~~

If the SPI identifies the district as needing intervention ~~pursuant to Education Code 52072~~, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference: (see next page)

BP 0460(f)

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

*Legal Reference:*

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

41320-41322 Emergency apportionments

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning ~~pilot~~ program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

~~60811.3 Assessment of language development~~

64001 Single plan for student achievement  
99300-99301 Early Assessment Program

*Legal Reference continued: (see next page)*

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BP 0460(f)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

*Legal Reference: (continued)*

WELFARE AND INSTITUTIONS CODE

300 Dependent child of the court

CODE OF REGULATIONS, TITLE 5

15494-15497 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

*Management Resources: (see next page)*

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BP 0460(g)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

*Management Resources:*

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

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

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

California School Dashboard: <http://www.caschooldashboard.org>

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

adopted: ~~December~~ ~~April~~ ~~19,~~ 2018  
~~San Mateo, California~~

**Philosophy, Goals, Objectives, and Comprehensive Plans**

AR 0460(a)

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN**

### **Goals and Actions Addressing State and Local Priorities**

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

- a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English

language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

- c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

- d. Student achievement, as measured by all of the following as applicable:

- (1) Statewide assessments of student achievement

AR 0460(b)

#### **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

- (2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that ~~satisfy specified requirements and~~ align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (4) The English learner reclassification rate
- (5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (6) The percentage of students who ~~participate in and~~ demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)  
(cf. 6141.5 - Advanced Placement)  
(cf. 6162.5 - Student Assessment)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6178 - Career Technical Education)

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, ~~middle school dropout rates,~~ high school dropout rates, and high school graduation rates, as applicable

(cf. 5113.1 - Chronic Absence and Truancy)  
(cf. 5147 - Dropout Prevention)  
(cf. 6146.1 - High School Graduation Requirements)

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

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AR 0460(c)

#### **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to

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AR 0460(c)

#### **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

—unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)  
(cf. 6159 - Individualized Education Program)

- h. Student outcomes, if available, in the subject areas described in Education Code



51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Board.

*(cf. 0200 - Goals for the School District)*

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality ~~review~~reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard.~~a school accountability report card~~. (Education Code 52060)

~~*(cf. 0510 - School Accountability Report Card)*~~

### **Increase or Improvement in Services for Unduplicated Students**

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

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AR 0460(d)

### **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

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AR 0460(d)

## ~~LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)~~

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

### **Annual Updates**

~~On or before July 1 of each year, the LCAP shall be updated using the template adopted by the SBE and shall include all of the following: (Education Code 52061)~~

- ~~1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above~~
  - ~~2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment~~
  - ~~3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above~~
- ~~listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient~~

### **Availability of the Plan**

The Superintendent or designee shall prominently post the LCAP, ~~and~~ any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52065)

*(cf. 1113 - District and School Web Sites)*

**Community Relations**

AR 1220(a)

**CITIZEN ADVISORY COMMITTEES**

**Committee Charge**

When committees are appointed, committee members shall receive written information which includes ~~including~~, but is not limited to:

1. The committee members' names
2. The procedure to be used in the selection of the committee chairperson and other committee officers
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
4. The goals and specific charge(s) of the committee, including its topic(s) for study
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee perform its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

~~Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the district or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct. (Government Code 815.2, 820.9)~~

~~(cf. 1240 Volunteer Assistance)~~

~~(cf. 3530 Risk Management/Insurance)~~

**Committees Subject to Brown Act Requirements**

~~Any committee created by formal action of the Governing Board shall comply with~~ Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to

Government Code 54950-54963 shall be complied with by any committee created by formal action of the Governing Board, including, but not ~~necessarily~~ limited to, the following:

1. Advisory committee established pursuant to Education Code 56190-56194 related to special education

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

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~~AR 1220(b)~~

~~**CITIZEN ADVISORY COMMITTEES** (continued)~~

2. Advisory committee established pursuant to Education Code 8070 related to career technical education

*(cf. 6178 - Career Technical Education)*

3. Committee established to assist in development of a student wellness policy pursuant to 42 USC 1758b

*(cf. 5030 - Student Wellness)*

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AR 1220(b)

**CITIZEN ADVISORY COMMITTEES** (continued)

4. Committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property

*(cf. 3280 - Sale or Lease of District-Owned Real Property)*

5. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3

*(cf. 7213 - School Facilities Improvement Districts)*

*(cf. 7214 - General Obligation Bonds)*

- ~~6. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan (LCAP) and, if applicable, any advisory committee established pursuant to Education Code 52060 to consult with the district on LCAP development~~

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

~~*(cf. 9130 - Board Committees)*~~

(cf. 9320 - Meetings and Notices)  
(cf. 9321 - Closed Session Purposes and Agendas)  
(cf. 9321.1 - Closed Session Actions and Reports)  
(cf. 9323 - Meeting Conduct)

## Committees Not Subject to Brown Act Requirements

The following committees ~~shall comply~~ ~~are exempt from the Brown Act but must conform~~ with procedural meeting requirements established in Education Code 35147:

1. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan

(cf. 0460 - Local Control and Accountability Plan)

24. School site councils established pursuant to Education Code ~~65000-65001~~ ~~52852~~ and ~~64001~~ to develop and approve a school ~~single~~ plan for student achievement

(cf. 0420 - School Plans/Site Councils)

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AR 1220(e)

## ~~CITIZEN ADVISORY COMMITTEES~~ (continued)

32. District or school advisory committees established pursuant to Education Code 52176 related to programs for English learners

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

43. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education

(cf. 6171 - Title I Programs)

54. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs

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AR 1220(c)

## CITIZEN ADVISORY COMMITTEES (continued)

(cf. 6175 - Migrant Education Program)

**65. School committees established pursuant to Education Code 11503 related to parent involvement**

(cf. 6020 - Parent Involvement)

Meetings of the above councils or committees shall be open to the public, ~~and any.~~ Any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

Any council or committee violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a ~~school site~~ council or committee shall be made available to any member of the public upon request pursuant to the California Public Records Act, ~~(Education Code 35147;~~ Government Code 6250-6270. (Education Code 35147)

(cf. 1340 - Access to District Records)

AR 1220(d)

**~~CITIZEN ADVISORY COMMITTEES (continued)~~**

**Committees Created by Superintendent**

Committees which are created by the Superintendent or designee to advise the administration, ~~and which~~ do not report to the Board, and are not specified in Education Code 35147 shall not be subject to the requirements of the Brown Act or Education Code 35147.

(cf. 2230 - Representative and Deliberative Groups)

Regulation ~~CSBA MANUAL MAINTENANCE SERVICES~~ ~~SAN MATEO UNION HIGH SCHOOL DISTRICT~~  
approved: December 2018 ~~May 12, 2015~~

**Business and Noninstructional Operations**

AR 3311.1(a)

**UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES**

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$60,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$200,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
  - a. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:
    - (1) All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due
    - (2) All construction trade journals identified pursuant to Public Contract Code 22036
  - b. The district shall review the informal bids that were submitted and award the contract, except that:
    - (1) If all bids received through the informal process are in excess of \$200,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$212,500 or less and the Board determines the district's cost estimate is reasonable.

- (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$200,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
- a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

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AR 3311.1(b)

### **UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES**

(continued)

- (1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.
- (2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.
- In addition to the notice required above, the district may give such other notice as it deems proper.
- b. The district shall award the contract as follows:
- (1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.
- (2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.



(3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(cf. 3311 - Bids)

Regulation  
approved:

CSBA MANUAL MAINTENANCE SERVICE  
December 2018

## Business and Noninstructional Operations

AR 3543(a)

## TRANSPORTATION SAFETY AND EMERGENCIES

**Cautionary Notice:** Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of ~~20182016~~ (SB ~~840826~~, Ch. ~~2923~~, Statutes of ~~20182016~~) extends the suspension of these requirements through the ~~2018-192016-17~~ fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students may be suspended.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. If ~~or, if~~ no defect or deficiency ~~is was~~ discovered or reported, ~~the driver~~ shall so indicate on the report. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

*(cf. 3540 - Transportation)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 3542 - School Bus Drivers)*

## Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus ~~manufactured on or after July 1, 2005 which is~~ designed for carrying more than 16 passengers and the driver, and was manufactured on or after July 1, 2005
2. Is a Type 2 school bus or student activity bus ~~manufactured on or after July 1, 2004 which meets one of the following criteria:~~
  - a. ~~a.~~ ~~Is~~ designed for carrying 16 or fewer passengers and the driver
  - b. ~~b., or for carrying 20 or fewer passengers and the driver if the bus has~~Has a manufacturer's vehicle weight rating of 10,000 pounds or less, and was manufactured on or after July 1, 2004 and is designed for carrying not more than 20 passengers and the driver

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that ~~elementary~~ students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

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~~AR 3543(b)~~

#### **~~TRANSPORTATION SAFETY AND EMERGENCIES (continued)~~**

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

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~~AR 3543(b)~~

#### **~~TRANSPORTATION SAFETY AND EMERGENCIES (continued)~~**

*(cf. 5131.1 - Bus Conduct)*  
*(cf. 5144 - Discipline)*

### **Fire Extinguishers**

Each school bus shall be equipped with at least one fire extinguisher, located in the driver's compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

### **Child Safety Alert System**

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)

1. The student activity bus is not used exclusively to transport students.
2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.

(cf. 1240 - Volunteer Assistance)

3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.
4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.
5. Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.

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AR 3543(c)

### **TRANSPORTATION SAFETY AND EMERGENCIES (continued)**

6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.
7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.
8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.

## Electronic Communications Devices

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless ~~telephone~~<sup>2</sup>~~For~~ or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the ~~A-bus~~ driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

## Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

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~~AR 3543(e)~~

## ~~TRANSPORTATION SAFETY AND EMERGENCIES (continued)~~

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

## Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

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~~AR 3543(d)~~

## TRANSPORTATION SAFETY AND EMERGENCIES (continued)

*(cf. 3515.2 - Disruptions)*

## Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

~~1. Determination of whether students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112~~

~~2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops~~

3

4. Boarding and exiting a school bus at a school or other trip destination

4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, if applicable, youth bus

5

2. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

## Parental Notifications

~~The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)~~

~~1. A list of school bus stops near each student's home~~

~~2. General rules of conduct at school bus loading zones~~

~~3. Red light crossing instructions~~

~~4. A description of the school bus danger zone~~

~~5. Instructions for safely walking to and from school bus stops~~

~~AR 3543(d)~~

~~TRANSPORTATION SAFETY AND EMERGENCIES (continued)~~

**TRANSPORTATION SAFETY AND EMERGENCIES (continued)**

*(cf. 5145.6 - Parental Notifications)*

**Student Instruction**

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades ~~prekindergarten through 8~~9 to 12 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
  - a. Proper loading and unloading procedures, including escorting by the driver
  - b. How to safely cross the street, highway, or private road
  - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use

**TRANSPORTATION SAFETY AND EMERGENCIES (continued)**

- d. Proper passenger conduct
- e. Bus evacuation procedures
- f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location

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AR 3543(f)

**TRANSPORTATION SAFETY AND EMERGENCIES (continued)**

- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

*(cf. 3580 - District Records)*

- 3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited

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AR 3543(f)

**TRANSPORTATION SAFETY AND EMERGENCIES (continued)**

— to, the location of emergency exits and the location and use of emergency equipment.- This instruction also may include responsibilities of passengers seated next to an emergency exit.

## **Bus Accidents**

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

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AR 3543(g)

## **TRANSPORTATION SAFETY AND EMERGENCIES (continued)**

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

*Legal Reference: (see next pag*

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AR 3543(g)

## **TRANSPORTATION SAFETY AND EMERGENCIES (continued)**

### *Legal Reference:*

#### EDUCATION CODE

39830-39843 Transportation, school buses

39860 Contract for transportation; requirement that student not be left unattended

51202 Instruction in personal and public health and safety

#### PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

#### VEHICLE CODE

415 Definition of motor vehicle



545-546 Definition of school bus and student activity bus  
22112 Loading and unloading passengers  
23123.5 Use of wireless telephone ~~or 23123.5 Text or~~ communications device while driving; exceptions  
23125 Use of wireless telephone prohibited while driving school bus  
27316-27316.5 Passenger restraint systems  
28160 Child safety alert system  
34500 California Highway Patrol responsibility to regulate safe operation of school buses  
34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses  
34501.6 School buses; reduced visibility  
34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations  
CODE OF REGULATIONS, TITLE 5  
14100-14105 School buses and student activity buses  
CODE OF REGULATIONS, TITLE 13  
1200-~~1294~~1293 Motor carrier safety  
2480 Airborne toxic control measure; limitation on bus idling  
CODE OF REGULATIONS, TITLE 19  
574-575.3 Inspection and maintenance of fire extinguishers  
CODE OF FEDERAL REGULATIONS, TITLE 49  
571.1-571.500 Motor vehicle standards, including school buses

Management Resources: (see next page)

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AR 3543(h)

## TRANSPORTATION SAFETY AND EMERGENCIES (continued)

### Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Passenger Restraints Frequently Asked Questions

WEB SITES

American School Bus Council: <http://www.americanschoolbuscouncil.org>

California Association of School Business Officials: <http://www.casbo.org>

~~American School Bus Council: <http://www.americanschoolbuscouncil.org>~~

California Association of School Transportation Officials: <http://www.castoways.org>

California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/lstn>

California Highway Patrol: <http://www.chp.ca.gov>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nhtsa.dot.gov>

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

approved:

December 2018 ~~February 23, 2017~~

**Classified Personnel**

ARBP 4200(a)

## **CLASSIFIED PERSONNEL**

### **Exemption from Classified Service**

~~Persons hired solely~~ ~~The Board of Trustees recognizes that classified personnel provide essential services that support and enhance the district's educational program. The Board shall fill each of its classified positions with qualified persons, consistent with position requirements.~~

~~(cf. 0200 Goals for the School District)~~

~~(cf. purposes which are exempted from 4211 Recruitment and Selection)~~

~~The Board shall classify all employees and positions not requiring certification qualifications as the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to, except for those employees and positions specifically exempt from classified service. (Education Code 45122, fingerprinting pursuant to 45103)~~

~~Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 4510645104)~~

~~(cf. 4211 - Recruitment and Selection~~

~~(cf. 4112.4/4212.4/4312.4 - Health Examinations)~~

~~(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)~~

~~)~~

~~(cf. 4212 - Appointment and Conditions of Employment)~~

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

### **OPTION 1: Districts Not Incorporating the Merit System**

~~Individuals hired solely for the following purposes shall not be part of the~~  
~~Each classified service: (Education Code 45103)~~

- ~~1. Substitute or short-term employees who are employed position shall have a designated title and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the regular minimum number of assigned hours worked per day, days per week, and months per year.~~

~~Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.~~

~~(cf. 4141/4241 - Collective Bargaining Agreement)~~

~~Each classified employee shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.~~

- ~~(cf. 2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment~~

- ~~3. Full-time students employed part time~~

- ~~4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-51769.5 that is financed by state or federal funds~~

### **OPTION 2: Merit System Districts**

~~Individuals hired solely for the following purposes shall not be part of the classified service: (Education Code 45256)~~

- ~~1. — Apprentices~~
- ~~2. — Professional experts employed by the Governing Board or the personnel commission on a temporary basis for a specific project~~
- ~~3. — Full time students employed part time~~
- ~~4. — Part time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-51769.5 that is financed by state or federal funds~~

~~AR4215 — Evaluation/Supervision)~~

### **Substitute and Short-Term Employees**

~~The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)~~

~~If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)~~

~~BP 4200(b)~~

### **CLASSIFIED PERSONNEL (continued)**

~~The district may employ a short term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short term employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)~~

#### ~~Legal Reference:~~

##### ~~EDUCATION CODE~~

~~45100-45139 — Employment of classified staff~~

~~45160-45169 — Salaries and differential compensation~~

~~45190-45210-Resignation and leaves of absence~~  
~~45220-45320-Merit system~~  
~~49406-Examination for tuberculosis~~  
~~51760-51769.5-Work experience education~~

~~Management Resources:~~

~~WEB SITES~~

### **Restricted Positions**

Persons employed in restricted positions pursuant to Education Code 45105 or 45108 shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. Such persons shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service and satisfactorily completing the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

Regulation \_\_\_\_\_ CSBA MANUAL MAINTENANCE SERVICE  
approved: \_\_\_\_\_ December 2018  
*California School Employees Association: <http://www.csea.com>*

Policy \_\_\_\_\_ **SAN MATEO UNION HIGH SCHOOL DISTRICT**  
adopted: June 21, 2018 \_\_\_\_\_ San Mateo, California

## ABSENCES AND EXCUSES

## Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

*(cf. 5112.2 - Exclusions from Attendance)*

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

~~Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)~~

5. Jury duty in the manner provided by law (Education Code 48205)
6. ~~Illness~~The illness or medical appointment of a child to whom the student is the custodial parent. (Education Code 48205)

*(cf. 5146 - Married/Pregnant/Parenting Students)*

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observance~~Observation~~ of a religious holiday or ceremony ~~of his/her religion~~
  - d. Attendance at religious retreats for no more than four hours per semester

- e. Attendance at an employment conference
- f. Attendance at an educational conference ~~offered by a nonprofit organization~~ on the legislative or judicial process offered by a nonprofit organization

AR 5113(b)

## **ABSENCES AND EXCUSES (continued)**

- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

*(cf. 6142.3 - Civic Education)*

- 9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

*(cf. 6173.2 - Education of Children of Military Families)*

- 10. Attendance at a~~To attend his/her~~ naturalization ceremony to become a United States citizen (Education Code 48205)

- 11. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school in accordance with district policy, subject to the following conditions: (Education Code 46014)

~~a. The student's parent/guardian shall provide written consent for the absence.~~

~~b. The student shall attend at least the minimum school day.~~

~~c. The student shall be excused from school for this purpose on no more than four days per school month.~~

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

(cf. 6112 - School Day)

12. Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

13. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

AR 5113(c)

**ABSENCES AND EXCUSES (continued)**

14. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, *immediate family* means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

**Method of Verification**

Student absence to care for ~~When a~~ child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning~~who has been absent returns~~ to school following the absence, ~~he/she shall~~ present a satisfactory explanation verifying the reason for the absence. -Absences shall be verified by the student's parent/guardian, other person having charge or control of the student~~minor~~, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, ~~or~~ voice mail, text message or other electronic communication platform from parent/guardian or parent representative.



2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:

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~~AR 5113(e)~~

~~**ABSENCES AND EXCUSES**~~ (continued)

- a. Name of student
- b. Name of parent/guardian or parent representative
- c. Name of verifying employee
- d. Date(s) of absence
- e. Reason for absence

*(cf. 5113.11 - Attendance Supervision)*

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. -The employee shall document the verification and include the information specified in item #2 above.

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**ABSENCES AND EXCUSES** (continued)

4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
  - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

*(cf. 5113.1 - Chronic Absence and Truancy)*

**Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 79-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have ahis/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall, and include the full text of Education Code 48205. in the notice (Education Code 48980)

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#### ~~ABSENCES AND EXCUSES (continued)~~

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6154 - Homework/Makeup Work)*

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

approved: December 2018 June 8, 2017  
San Mateo, California

**USE OF SECLUSION AND RESTRAINT**

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

**Definitions**

Behavioral restraint includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

(cf. 3515.3 - District Police/Security Department)

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Prone restraint means the application of a behavioral restraint on a student in a facedown position. (Education Code 49005.1)

Seclusion means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

## **USE OF SECLUSION AND RESTRAINT (continued)**

### **Prohibitions**

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

*(cf. 5144 - Discipline)*

In addition, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places his/her body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Place a student in a facedown position with the student's hands held or restrained behind the student's back
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the student or others

### **Limited Use of Seclusion or Restraint**

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which

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### **USE OF SECLUSION AND RESTRAINT (continued)**

the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

If a prone restraint technique is used on a student, a staff member shall observe the student for any signs of physical distress throughout the use of the restraint. Whenever possible, the staff member monitoring the student shall not be involved in restraining the student. (Education Code 49005.8)

### **Reports**

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 6250-6270. (Education Code 49006)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 6159 - Individualized Education Program)

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

### **Legal Reference:**

#### **EDUCATION CODE**

~~Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulation. (Education Code 48205)~~

~~Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)~~

49001 Prohibition against corporal punishment

49005-49006.4 Seclusion and restraint  
56520-56525 Behavioral interventions, students with disabilities, especially:  
56521.1 Emergency interventions when behavior poses threat to student or others  
56521.2 Prohibited interventions  
GOVERNMENT CODE  
6250-6270 California Public Records Act  
UNITED STATES CODE, TITLE 20  
1400-1482 Individuals with Disabilities Education Act  
UNITED STATES CODE, TITLE 29  
794 Section 504 of the Rehabilitation Act of 1973

~~Management Resources~~Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

~~Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.~~

~~The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)~~

~~Legal Reference:~~ (see next page)

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## ~~ABSENCES AND EXCUSES~~ (continued)

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## USE OF SECLUSION AND RESTRAINT (continued)

Management Resources:

U.S. DEPARTMENT OF

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37201 School month

~~37223 Weekend classes~~  
~~41601 Reports of average daily attendance~~  
~~42238 42250.1 Apportionments~~  
~~46000 Records (attendance)~~  
~~46010 46014 Absences~~  
~~46100 46119 Attendance in kindergarten and elementary schools~~  
~~46140 46147 Attendance in junior high and high schools~~  
~~48200 48208 Children ages 6-18 (compulsory full-time attendance)~~  
~~48210 48216 Exclusions from attendance~~  
~~48240 48246 Supervisors of attendance~~  
~~48260 48273 Truants~~  
~~48292 Filing complaint against parent~~  
~~48320 48324 School attendance review boards~~  
~~48340 48341 Improvement of student attendance~~  
~~48980 Parental notifications~~  
~~49067 Unexcused absences as cause of failing grade~~  
~~49701 Provisions of the interstate compact on educational opportunities for military children~~  
ELECTIONS CODE  
~~12302 Student participation on precinct boards~~  
FAMILY CODE  
~~6920 6929 Consent by minor for medical treatment~~  
VEHICLE CODE  
~~13202.7 Driving privileges; minors; suspension or delay for habitual truancy~~  
WELFARE AND INSTITUTIONS CODE  
~~601 601.4 Habitually truant minors~~  
~~11253.5 Compulsory school attendance~~  
CODE OF REGULATIONS, TITLE 5  
~~306 Explanation of absence~~  
~~420 421 Record of verification of absence due to illness and other causes~~  
ATTORNEY GENERAL OPINIONS  
~~87 Ops. Cal. Atty. Gen. 168 (2004)~~  
~~66 Ops. Cal. Atty. Gen. 244 (1983)~~  
COURT DECISIONS  
~~American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307~~

~~Management Resources:~~

CSBA PUBLICATIONS

Restraint and Seclusion: Resource Document, May 2012

WEB SITES

California Department of Education Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

WEB SITES

CSBA: <http://www.cde.ca.gov/esba.org>

U.S. Department of Education: <http://www.ed.gov>

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