

LOCAL PLAN
Section B: Governance and Administration
SPECIAL EDUCATION LOCAL PLAN AREA



California Department of Education
Special Education Division

SELPA

Fiscal Year

B. Governance and Administration

California *Education Code (EC)* sections 56195 et seq. and 56205

Participating Local Educational Agencies

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

Special Education Local Plan Area—Local Plan Requirements

1. Describe the geographic service area covered by the local plan: [EC 56195.1(d); EC 56195.1(a)(1); EC 56211; EC 56212]

The Sonoma County SELPA serves 44 Local Education Agencies (LEAs) within the boundaries of Sonoma County. LEAs served include urban, suburban, and rural districts with ADA ranging from approximately 8 to approximately 15,500.

2. Describe the SELPA regional governance and administrative structure of the local plan. Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable: [EC 56195.1(b)(1)-(3)(c); EC 56205(a)(12)]

The LEAs within Sonoma County join together pursuant to Section 56195 of the California Education Code to adopt a plan in accordance with California Education Code 56200 to assure access to special education and services for all eligible individuals with disabilities enrolled in their district, hereafter known as the Sonoma County Special Education Local Plan Area (Sonoma County SELPA). In adopting the Local Plan, each participating agency agrees to carry out the duties and responsibilities assigned to it within the plan. Participating agencies may enter into additional contractual arrangements to meet the requirements of applicable federal and state law.

3. Describe the SELPA's regional policy making process. Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan: [EC 56195.7(i)(j)(1)(2)]

Each LEA shall provide special education and services to all eligible students for whom the district is the district of special education accountability, including students attending charter schools where an LEA of the SELPA has granted that charter. In addition, each LEA shall cooperate to the maximum extent possible with other agencies to serve individuals with disabilities who cannot be served in the local continuum of services or programs. Such cooperation shall ensure a range of service options available throughout the Sonoma County SELPA. The governing body of the SELPA is the Superintendents' Council. Members of the Superintendents' Council are responsible to the governing boards of the LEAs in the SELPA. The Superintendents' Council shall consist of thirteen (13) superintendents and one (1) executive director of an LEA charter school. Members may be represented at any meeting by a single alternate. Superintendents of each Area shall select their representatives from among the superintendents in their Area, to participate on

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the Superintendents' Council. These representatives shall be responsible for identifying the preferences and needs of the LEAs within their Area and for representing those views to the Superintendents' Council. In Areas in which there is more than one LEA represented, members shall be selected by the superintendents within those Areas. The County Superintendent of Schools shall be the representative for Area VII and shall represent the County Office Special Education. The Areas for governing board participation in the administration of the SELPA are established as follows:

AREA I Sonoma Valley Unified School District, AREA II Cinnabar, Dunham, Liberty, Old Adobe, Petaluma Elementary, Petaluma High School, Two Rock, Waugh, Wilmar, AREA III Cotati-Rohnert Park Unified School District, AREA IV Bellevue, Bennett Valley, Kenwood, Mark West, Piner- Olivet, Rincon Valley, Roseland, Santa Rosa Elementary, Santa Rosa High School, Wright, AREA V Forestville, Fort Ross, Gravenstein, Guerneville, Harmony, Monte Rio, Montgomery, Oak Grove, Sebastopol, Twin Hills, West Sonoma County Union High School, AREA VI Alexander Valley, Cloverdale Unified, Geyserville Unified, Healdsburg Unified, Horicon, Kashia, West Side, Windsor Unified, AREA VII Sonoma County Office of Education, AREA VIII LEA Charter Schools approved in the Sonoma County SELPA. Area representation on the Council shall be as follows: AREA I Sonoma Valley Unified School District, superintendent, AREA II one elementary and one high school district superintendent, AREA III Cotati-Rohnert Park, superintendent, AREA IV four superintendents selected by the superintendents from the LEAs within the area, one of the four must be from the high school district. AREA V one elementary and one high school district superintendent from LEAs within the area, AREA VI one elementary and one unified school district superintendent from the LEAs within the area, AREA VII Sonoma County Office of Education, superintendent, AREA VIII one executive director of an LEA Charter School in the Sonoma County SELPA.

Each superintendent, area representative, and charter executive director representative shall have one vote. Membership on the Superintendents' Council shall be for two years, and members may be re-appointed. The chairperson of the Council shall be elected from among the Council membership and shall serve for two years. They may be appointed for additional terms. Superintendents' Council representatives may choose a single alternate to attend meetings. The alternate must serve for a full year. The Superintendents' Council shall be responsible for the following areas of Local Plan administration: Section B: 1. Employment of the SELPA Administrator, 2. Designation of participants for the SELPA Advisory Committee, 3. Establishment and promotion of the Community Advisory Committee, 4. Establishment of the number and type of SELPA office staff employed by the Administrative Unit for SELPA services, 5. Review, monitor, and approve all budgets assigned to the SELPA, 6. Provide leadership to the SELPA regarding the development, revision, and implementation of the Local Plan, 7. Review, monitor, and approve the allocation of special education funds to LEAs, 8.

Approval of all SELPA policies, procedures, and guidelines. The Superintendents' Council shall meet on a regular basis according to Brown Act requirements and shall receive and act upon information provided by the SELPA Administrator, SELPA Advisory Committee, and the Community Advisory Committee, to assist in the administration of the SELPA. The SELPA Advisory Committee advises the Superintendents' Council on issues relevant to program and fiscal management of the SELPA.

The SELPA Advisory Committee meets on a regular basis according to Brown Act requirements as established on a yearly calendar. The SELPA Administrator serves as the chair of the committee. The SELPA Advisory Committee may choose to form subcommittees to focus on special issues.

The SELPA Advisory Committee is composed of LEA special education administrators for programmatic input and guidance, and LEA business officials for fiscal input and guidance. The SELPA Advisory Committee program administrators and business officials voting members are approved by the Superintendents' Council and include the following:

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AREA I Sonoma Valley Unified School District: one voting member, AREA II Cinnabar, Dunham, Liberty, Old Adobe, Petaluma Elementary, Petaluma High School, Two Rock, Waugh, Wilmar school: two voting members, one representing an elementary district and one representing the high school district, AREA III Cotati-Rohnert Park Unified School District: one voting member, AREA IV Bellevue, Bennett Valley, Kenwood, Mark West, Piner-Olivet, Rincon Valley, Roseland, Santa Rosa Elementary, Santa Rosa High School, Wright: three voting members, two representing elementary districts and one representing the high school district, AREA V Forestville, Fort Ross, Gravenstein, Guerneville, Harmony, Monte Rio, Montgomery, Oak Grove, Sebastopol, Twin Hills, West Sonoma County Union High School: two voting members, one representing an elementary district and one representing the high school district, AREA VI Alexander Valley, Cloverdale Unified, Geyserville Unified, Healdsburg Unified, Horicon, Kashia, West Side, Windsor Unified: two voting members, one representing an elementary district and one representing a high school district, AREA VII Sonoma County Office of Education: two voting members representing the County Office as the Administrative Unit (AU) and the County Office Special Education programs, AREA VIII Charter schools that have been approved to operate as their own LEA for special education purposes: one voting member, CAC: one voting member of the CAC board. Each representative LEA special education administrator shall have one vote.

The SELPA Advisory Committee LEA business official voting members are approved by the Superintendents' Council and include the following: AREA I Sonoma Valley Unified School District: one voting member, AREA II Cinnabar, Dunham, Liberty, Old Adobe, Petaluma Elementary, Petaluma High School, Two Rock, Waugh, Wilmar: two voting members, one representing an elementary district and one representing the high school district, AREA III Cotati-Rohnert Park Unified School District: one voting member, AREA IV Bellevue, Bennett Valley, Kenwood, Mark West, Piner-Olivet, Rincon Valley, Roseland, Santa Rosa Elementary, Santa Rosa High School, Wright: two voting members, one representing elementary districts and one representing the high school district, AREA V Forestville, Fort Ross, Gravenstein, Guerneville, Harmony, Monte Rio, Montgomery, Oak Grove, Sebastopol, Twin Hills, West Sonoma County Union High School: two voting members, one representing an elementary district and one representing the high school district, AREA VI Alexander Valley, Cloverdale Unified, Geyserville Unified, Healdsburg Unified, Horicon, Kashia, West Side, Windsor Unified: two voting members, one representing an elementary district and one representing a high school district, AREA VII Sonoma County Office of Education: two voting members representing the County Office as the AU and the County Office programs, AREA VIII Charter schools that have been approved to operate as their own LEA for special education purposes: one voting member. Each representative LEA business official shall have one vote.

4. Clearly define the roles of the County Office of Education (COE) as applicable, and/or any other administrative supports necessary to coordinate and implement the local plan: [EC 56195.1(c); EC 56205(a)(12)(D)(i); EC 56195.5]

The Sonoma County Office of Education is designated as the Administrative Unit (AU) for the Sonoma County SELPA. It shall be responsible for functions such as, but not limited to: 1. Receipt and distribution of special education funds to LEA accounts for the operation of special education programs and services. 2. Receipt and distribution of special education funds to accounts exclusively designated for SELPA operations, services and programs, on behalf of LEAs. 3. The employment of staff to support SELPA functions. 4. The provision of support services to the SELPA office and staff in the following areas:

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Information Technology including internet access and support, Business Services, Human Resources, and other services as part of the SELPA's Indirect Cost contribution to the Sonoma County Office of Education. The Sonoma County SELPA office is designated as the entity responsible for the administration of the Local Plan and assuring that the SELPA is in compliance with all applicable laws and regulations.

5. Does the SELPA have policies and procedures that allow for the participation of charter schools in the local plan? [EC 56207.5]

- Yes No

If No, explain why the SELPA does not have the policy and procedures.

6. Identify and describe the representation and participation of the SELPA community advisory committee (CAC) pursuant to EC Section 56190 in the development of the local plan: [EC 56194(a)(b)(d); EC 56195.9(a)]

Membership in the Community Advisory Committee is by appointment and action of the participating LEA governing boards. Each Sonoma County LEA has board approved policy which outlines the process for nomination, selection and board approval of CAC members and alternates.

7. Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC: [EC 56205(a)(12)(E); EC 56205(b)(7)]

In order to develop, review and revise the Local Plan, general education administrators will be appointed by the Superintendents' Council. Special education administrators will be appointed by the SELPA Advisory Committee. Special education teachers will be nominated by the selected special education administrators. Parents will be selected by the CAC. The Sonoma County SELPA process for consulting with special education teachers and administrators will be through the SELPA Advisory Committee. This committee is made up of special education administrators who represent their special education staff. Through monthly meetings, information will be shared from the special education teachers to the SELPA. The process for consulting with general education teachers shall be through the monthly Superintendents' Council meetings. The Council is made up of general education school leaders who represent general education staff and administrators. Parents who are members of the CAC will be consulted through CAC meeting and attendance at the SELPA Advisory Committee meetings.

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8. Identify and describe the responsible local agency (RLA), Administrative Unit (AU), or other agency who is responsible for performing tasks such as the receipt and distribution of funds, provision of administrative support, and coordination and implementation of the plan: [EC 56836.01(a)(b); EC 56205(a)(12)(D)(ii); EC 56195(b)(3); EC 56030]

The Sonoma County Office of Education is designated as the Administrative Unit (AU) for the Sonoma County SELPA. It shall be responsible for functions such as, but not limited to: 1. Receipt and distribution of special education funds to district accounts for the operation of special education programs and services. 2. Receipt and distribution of special education funds to accounts exclusively designated for SELPA use. 3. The employment of staff to support SELPA functions. The Sonoma County SELPA office is designated as the entity responsible for the administration of the Local Plan and assuring that the SELPA is in compliance with all applicable laws and regulations.

9. Describe the contractual agreements and the SELPA’s system for determining the responsibility of participating agency for the education of each student with special needs residing within the geographical area served by the plan: [EC 56195.7. EC 56195.1(b)(c)]

The SELPA will facilitate agreements for the provision and coordination of services by other public agencies that are funded to serve students with disabilities. The SELPA Administrator shall develop, review, maintain, and provide approval for interagency agreements and/or memorandums of understanding necessary to support the implementation of the Local Plan, and as required by legal mandates.

10. For multi-LEA local plans, specify:

a. The responsibilities of each participating COE and LEA governing board in the policymaking process: [EC 56205(a)(12)(D)(i)]

LEA governing boards shall: 1.) Exercise authority over, assume responsibility for, and be fiscally accountable for, special education programs operated by the LEA. 2.) Enter into an agreement with other LEAs participating in the Local Plan, for the purpose of delivery of regional services and supports. 3.) Review and approve revisions of the Sonoma County SELPA Local Plan for Special Section B: Governance and Administration. 4.) Participate in the governance of the Sonoma County SELPA through their designated representatives to the Superintendents' Council. The governing boards provide the Superintendents' Council with the authority to act as the board designee to approve and amend policies as necessary. 5.) Appointment members to the SELPA Community Advisory Committee.

b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan: [EC 56205(a)(12)(D)(i)]

The superintendents of each participating LEA and executive directors of each LEA shall be responsible for special education programs operated by the agency, and for implementing all requirements of the Local Plan. The superintendents shall select the representatives from the

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superintendents in each area to participate on the Superintendents' Council. These representatives shall be responsible for identifying the priorities and needs of the LEAs within their area, and for representing those priorities and needs at the Superintendents' Council.

- c. The responsibilities of district and county administrators of special education in coordinating the administration of the local plan: [EC 56205(a)(12)(D)(i)]

In adopting the Local Plan, each participating LEA agree to carry out the duties and responsibilities assigned to it within the plan. Each agency shall provide special education services and supports to all eligible students within its boundaries, including students attending charter schools where an LEA of the SELPA has granted that charter. In addition, each agency shall cooperate to the maximum extent possible with other agencies to serve individuals with disabilities who need services and supports beyond residence continuum. Such cooperation ensures that a range of program options are available throughout Sonoma County. LEA administrators of special education are responsible for the coordination of special education services and programs within their agencies and for the implementation of the Local Plan. The administrators participate on the SELPA Advisory Committee which is given authority by the Superintendents' Council to implement policies and procedures. Member LEAs may form consortia for the purpose providing special education services and supports. Consortia may be operated by a council made up of member LEAs. Each consortia will be administered by one LEA acting as the AU for that consortia.

- 11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA related to:

- a. The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan: [EC 56205(a)(12)(D)(ii)(I)]

The governing boards of each participating LEA agree to invest the Superintendents' Council with the responsibility of designating an appropriate agency as the AU for the administration and implementation of the Local Plan. The governing boards further invest the Superintendents' Council to identify the need for positions necessary for the operation of the SELPA. SELPA Administrator: The fundamental role of the SELPA Administrator is to provide leadership, represent the priorities and needs of the region at the state level, and facilitate the local decision making process. The SELPA Administrator's role includes: 1.) The provision of information, data, and best practice guidance as identified by the Superintendents' Council, 2.) Technical assistance, compliance supports and liaison to the CDE, 3.) The SELPA Administrator may serve as an agent of member LEAs, representing the interests of the SELPA as a whole without promoting any particular LEAs interest over the interest of any other agency. In the event there are differences of opinions and/or positions on issues, it is the SELPA Administrator's responsibility to mediate a reasonable resolution of the issue(s). The Superintendents' Council, with the AU Superintendent, shall conduct an annual evaluation of the SELPA Administrator per a process that the Superintendents' Council will determine each year to address progress toward attainment of the SELPA's annual goals. The evaluation will be completed by June 30 each year. The Superintendents' Council shall be assisted in the hiring and selection process by the AU. The SELPA Administrator is subject to the AU policies and procedures for day to day operations, but receives direction from, and is responsible to, the Superintendents' Council.

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SELPA Staff: The Superintendents' Council designates staffing for the SELPA operations upon recommendation of the SELPA Administrator. SELPA staff shall be employed by the AU and supervised by the SELPA Administrator according to the AU policy and practices. SELPA Program Specialists: The Superintendents' Council designates the number and type of specialists upon recommendation of the SELPA Administrator and after review of SELPA budgets. Program specialists shall provide the following services: 1.) Observe, consult, train, and assist, in accordance with LEA procedures, district staff. 2.) Plan, coordinate, and guide educational resources, and share in the evaluation of the effectiveness of strategies and supports for students with disabilities. 3.) Assist with LEA staff development, program development, and implementation of strategies and practices. 4.) Provide coordination, consultation, and program development in one or more specialized areas of expertise. 5.) Upon request, participate and facilitate IEP team meetings where technical assistance is needed. 6.) Assist in Alternative Dispute Resolution practices, mediation, due process hearings and compliance proceedings, by providing expertise and knowledge of special education law and regulations, as well as programs and appropriate interventions available 7.) Assist as a liaison to various community agencies, such as Department of Behavioral Health, Department of Human Services, North Bay Regional Center, California Children's Services, and the County Probation Department.

b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA: [EC 56205(a)12(D) (ii)(II); EC 56195.7(i)]

The governing boards of the participating LEAs have agreed that students with disabilities will be provided with appropriate special education services. The Section B: Governance and Administration CDE Form Version 2.0 Page B-13 of 43 SELPA Sonoma County SELPA Superintendents' Council has been designated the authority to determine the distribution of all federal and state special education funds in order for LEAs to carry out their obligations and responsibilities. The AU shall be responsible for the distribution of funds according to the approved Special Education Funding Allocation Plan. The SELPA Administrator is responsible to ensure that the funds are distributed in accordance with the funding allocation plan.

c. The operation of special education programs: [EC 56205(a)(12)(D)(ii)(III)]

The governing boards of each of the participating LEA agree to invest the Superintendents' Council with the responsibility of designating an appropriate agency as the AU. Additionally, LEA superintendents and administrators of special education are responsible for the coordination of special education programs, services and supports within their agencies, and for the implementation of the Local Plan.

d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs: [EC 56205(a)(12)(D)(ii)(IV)]

Funds allocated for special education shall be used for services and supports for students with identified disabilities. 1. Funds are used to provide direct and indirect special education and

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related services, supplementary aids and services provided in a general education setting, or other related setting, to a student with a disability. 2. To develop and implement a fully integrated and coordinated system of support. The AU as the grantee of federal funds from the CDE, shall distribute the federal funds received to member LEAs through a sub-grantee process. The SELPA Administrator, with the assistance of the SELPA Advisory Committee, and the AU, shall be responsible to monitor on an annual basis, the appropriate use of all funds allocated for special education. Final determination and action regarding the appropriate use of special education funds shall be made by the Superintendents' Council through the Annual Budget Plan. The LEAs, with support from the SELPA Administrator, shall ensure that the funds received from part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA; will be used to supplement state, local, and other federal funds and not to supplant those funds; and will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of students with disabilities, except as provided in Federal law and regulations.

12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments: [EC 56206]

The Sonoma County SELPA assures that specialized materials, equipment, and services, are provided to students in the least restrictive environment as dictated by the student's IEP. The SELPA operates an Adaptive Technology Center (ATC) which provides assessment, equipment, staff and parent training for students eligible for Low Incidence services. To the greatest extent possible, the assessments and training are provided within the student's educational setting, or at minimum on the campus where the student attends. The SELPA annually distributes the procedures for accessing specialized materials, equipment and services. The LEA is responsible for providing a student requiring the use of an assistive technology device, continued access to that device, or to a comparable device, when the student, because of enrollment in another LEA, ceases to be enrolled in the former LEA. This responsibility is in place until alternative arrangements for continuous access to the assistive technology device, or to a comparable device, can be made, or until two months have elapsed from the date that the student ceased to be enrolled in that LEA, whichever occurs first (EC 56040.3).

Policies, Procedures, and Programs

Pursuant to EC sections 56122 and 56205(a), the SELPA ensures conformity with Title 20 *United States Code (USC)* and in accordance with Title 34 *Code of Federal Regulations (CFR)* Section 300.201 and has in effect policies, procedures, and programs. For each of the following 23 areas, identify whether or not, each of the following provisions of law are adopted as stated. If the policy is not adopted as stated, briefly describe the SELPA's policy for the given area. In all cases, provide the SELPA policy and procedure numbers (If applicable. Leave blank if not applicable); the document title; and the physical location where the policy can be found.

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1. Free Appropriate Public Education: 20 USC Section 1412(a)(1); EC 56205(a)(1)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school." The policy is adopted by the SELPA as stated:

Yes No

2. Full Educational Opportunity: 20 USC Section 1412(a)(2); EC 56205(a)(2)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes No

3. Child Find: 20 USC Section 1412(a)(3); EC 56205(a)(3)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and

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implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

Yes No

**4. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP):
20 USC Section 1412(a)(4); EC 56205(a)(4)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 USC Section 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 USC Section 1414 (d). It shall be the policy of this LEA that an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions." The policy is adopted by the SELPA as stated:

Yes No

5. Least Restrictive Environment: USC Section 1412(a)(5); EC 56205(a)(5)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily." The policy is adopted by the SELPA as stated:

Yes No

6. Procedural Safeguards: 20 USC Section 1412(a)(6); EC 56205(a)(6)

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Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes No

7. Evaluation: 20 USC Section 1412(a)(7); EC 56205(a)(7)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate." The policy is adopted by the SELPA as stated:

Yes No

8. Confidentiality: 20 USC Section 1412(a)(8); EC 56205(a)(8)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes No

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9. Part C to Part B Transition: 20 USC Section 1412(a)(9); EC 56205(a)(9)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children participating in early intervention programs under the Individuals with Disabilities Education Act (IDEA), Part C, and who will participate in preschool programs, experience a smooth and effective transition to preschool programs in a manner consistent with 20 USC Section 1437(a)(9). The transition process shall begin prior to the child's third birthday."The policy is adopted by the SELPA as stated:

Yes No

10. Private Schools: 20 USC Section 1412(a)(10); EC 56205(a)(10)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents." The policy is adopted by the SELPA as stated:

Yes No

11. Local Compliance Assurances: 20 USC Section 1412(a)(11); EC 56205(a)(11)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local board(s)

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(district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California EC, Part 30." The policy is adopted by the SELPA as stated:

Yes No

12. Interagency: 20 USC Section 1412(a)(12); EC 56205(a)(12)(D)(iii)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process." The policy is adopted by the SELPA as stated:

Yes No

13. Governance: 20 USC Section 1412(a)(13); EC 56205(a)(12)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the local plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Education Agency." The policy is adopted by the SELPA as stated:

Yes No

14. Personnel Qualifications; EC 56205(a)(13)

Policy/Procedure Number:

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Document Title:

Document Location:

"It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately and adequately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications." The policy is adopted by the SELPA as stated:

Yes No

15. Performance Goals and Indicators: 20 USC Section 1412(a)(15); EC 56205(a)(14)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE." The policy is adopted by the SELPA as stated:

Yes No

16. Participation in Assessments: 20 USC Section 1412(a)(16); EC 56205(a)(15)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs described in 20 USC Subsection 6311. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments where necessary and as indicated in their respective Reps.." The policy is adopted by the SELPA as stated:

Yes No

17. Supplementation of State, Local, and Federal Funds: 20 USC Section 1412(a)(17); EC

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56205(a)(16)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds." The policy is adopted by the SELPA as stated:

Yes No

18. Maintenance of Effort: 20 USC Section 1412(a)(18); EC 56205(a)(17)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes No

19. Public Participation: 20 USC Section 1412(a)(19); EC 56205(a)(18)

Policy/Procedure Number:

Policy/Procedure Title:

Document Location:

"It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public, including individuals with disabilities and parents of children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA." The policy is adopted by the SELPA as stated:

Yes No

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20. Suspension and Expulsion: 20 USC Section 1412(a)(22); EC 56205(a)(19)

Policy/Procedure Number:

Document Title:

Document Location:

"The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised." The policy is adopted by the SELPA as stated:

Yes No

21. Access to Instructional Materials: 20 USC Section 1412(a)(23); EC 56205(a)(20)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard." The policy is adopted by the SELPA as stated:

Yes No

22. Over-identification and Disproportionality: 20 USC Section 1412(a)(24); EC 56205(a)(21)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities." The policy is adopted by the SELPA as stated:

Yes No

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23. Prohibition on Mandatory Medicine: 20 USC Section 1412(a)(25); EC 56205(a)(22)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services." The policy is adopted by the SELPA as stated:

Yes No

Administration of Regionalized Operations and Services

Pursuant to EC sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the document title and the location (e.g., SELPA office) for each function:"

1. Coordination of the SELPA and the implementation of the local plan:

Document Title:

Document Location:

Description:

2. Coordinated system of identification and assessment:

Document Title:

Document Location:

Description:

3. Coordinated system of procedural safeguards:

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Document Title:

Document Location:

Description:

4. Coordinated system of staff development and parent and guardian education:

Document Title:

Document Location:

Description:

5. Coordinated system of curriculum development and alignment with the core curriculum:

Document Title:

Document Location:

Description:

6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Document Title:

Document Location:

Description:

7. Coordinated system of data collection and management:

Document Title:

Document Location:

Description:

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8. Coordination of interagency agreements:

Document Title:	<input type="text"/>
Document Location:	<input type="text"/>
Description:	<input type="text"/>

9. Coordination of services to medical facilities:

Document Title:	<input type="text"/>
Document Location:	<input type="text"/>
Description:	<input type="text"/>

10. Coordination of services to licensed children's institutions and foster family homes:

Document Title:	<input type="text"/>
Document Location:	<input type="text"/>
Description:	<input type="text"/>

11. Preparation and transmission of required special education local plan area reports:

Document Title:	<input type="text"/>
Document Location:	<input type="text"/>
Description:	<input type="text"/>

12. Fiscal and logistical support of the CAC:

Document Title:	<input type="text"/>
Document Location:	<input type="text"/>
Description:	<input type="text"/>

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13. Coordination of transportation services for individuals with exceptional needs:

Document Title:

Document Location:

Description:

14. Coordination of career and vocational education and transition services:

Document Title:

Document Location:

Description:

15. Assurance of full educational opportunity:

Document Title:

Document Location:

Description:

16. Fiscal administration and the allocation of state and federal funds pursuant to *EC* Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.

Document Title:

Document Location:

Description:

17. Direct instructional program support that maybe provided by program specialists in accordance with *EC* Section 56368:

Document Title:

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Document Location:

Description:

Special Education Local Plan Area Services

1. A description of programs for early childhood special education from birth through five years of age:

Document Title:

Document Location:

Description:

2. A description of the method by which members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan, may address questions or concerns to the SELPA governing body or individual administrator:

Document Title:

Document Location:

Description:

3. A description of a dispute resolution process, including mediation and final and binding arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan:

Document Title:

Document Location:

Description:

4. A description of the process being used to ensure a student is referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized:

Document Title:

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Document Location:

Description:

5. A description of the process being used to oversee and evaluate placements in nonpublic, nonsectarian schools and the method of ensuring that all requirements of each student's individualized education program are being met. The description shall include a method for evaluating whether the student is making appropriate educational progress:

Document Title:

Document Location:

Description:

6. A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in *EC 56026(c)(4)*) who has been incarcerated in a county jail and remains eligible for special education services:

The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (*EC Section 56040*)

It is the responsibility of the district of residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the DOR is based on the residence of the conservator. (*EC Section 56041*)

Document Title:

Document Location:

Description: