

SANTA CRUZ CITY SCHOOLS DISTRICT
SPECIAL MEETING
FOR THE ELEMENTARY AND SECONDARY DISTRICTS
WEDNESDAY JUNE 24, 2020
OPEN SESSION BEGINS AT 8:00 P.M.
OR DIRECTLY FOLLOWING THE REGULAR MEETING.
COMMUNITY MEMBERS CAN PARTICIPATE REMOTELY VIA ZOOM:
[Click on this link to join meeting](#). Meeting Password: SCCS

POSTED
DATE:
TIME:
LOCATION:
EMPLOYEE:

If a member of the community would like to submit public comment on an open session item in lieu of speaking on zoom, please email the Board Clerk at boardclerk@sccs.net by 12:00 p.m. on June 24, 2020.

AGENDA

Item	Purpose / Support
Agenda	
1. Convene Closed Session	4:55 p.m.
1.1. Roll Call	
1.2. Public Comments prior to Closed Session	<i>Members of the public may comment on items that ARE listed on the Closed Session Agenda.</i> <i>If you have a comment regarding an item on the agenda prior to closed session, please submit your comment via email to boardclerk@sccs.net.</i>
2. Closed Session Items	
2.1. Discuss Meet and Confer: Association of Managers and Administrators and Confidential Unit	<i>SCCS Negotiator Parks will provide an update to and receive direction from the Trustees regarding the Meet and Confer Agreement with SCCS Association of Managers and Administrators and the Confidential Unit for 2020-21.</i>
3. Convene Open Session	8:00 p.m. or directly following the regular meeting.
3.1. Welcome	
3. Items to Be Transacted and/or Discussed	
3.1. New Business: North County Santa Cruz SELPA Local Plan	Recommendation: Approve the North County Santa Cruz SELPA Local Plan for 2020-21.
4. Adjournment	

The board book for this meeting, including this agenda and back-up materials, may be viewed or downloaded online: <http://www.sccs.santacruz.k12.ca.us/board-of-education/agendas-&-minutes.html> or may be viewed at the District Office, 133 Mission St. Ste. 100, Santa Cruz, CA 95060.

Public Participation:

All persons are encouraged to attend and, when appropriate, to participate in meetings of the Santa Cruz City Schools Board of Education. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as any item, upon motion, may be moved to the beginning of the agenda. Consideration of all matters is conducted in open session except those relating to litigation, personnel and employee negotiations, which, by law, may be considered in closed session.

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Translation Requests:

Spanish language translation is available on an as-needed basis. Please make advance arrangements with Sarah Miller by telephone at (831) 429-3410 extension 220.

Las Solicitudes de Traducción:

Traducciones del inglés al español y del español al inglés están disponibles en las sesiones de la mesa directiva. Por favor haga arreglos por anticipado con Sarah Miller por teléfono al numero (831) 429-3410 x220.

Board Meeting Information

1. The Regular Meeting on June 24, 2020, 6:30 p.m., will be held remotely via Zoom.
2. Place Holder for a Regular Meeting on July 15, 2020, 6:30 p.m., will be held remotely via Zoom.
3. The Regular Meeting on July 29, 2020, 6:30 p.m., will be held remotely via Zoom.
4. The Special Meeting for Interdistrict Transfer Appeal Hearings on August 5, 2020, 6:30 p.m., will be held at the District Office, 133 Mission St. Ste. 100
5. The Regular Meeting on August 19, 2020, 6:30 p.m., will be held remotely via Zoom.
6. The Regular Meeting on September 9, 2020, 6:30 p.m., will be held remotely via Zoom.
7. The Regular Meeting on September 23, 2020, 6:30 p.m., will be held remotely via Zoom.
8. The Regular Meeting on October 7, 2020, 6:30 p.m., will be held remotely via Zoom.
9. The Regular Meeting on October 21, 2020, 6:30 p.m., will be held remotely via Zoom.
10. The Regular Meeting on November 4, 2020, 6:30 p.m., will be held remotely via Zoom.
11. The Regular Meeting/Study Session on November 18, 2020, 6:30 p.m., will be held remotely via Zoom.
12. The Regular Meeting on December 16, 2020, 6:30 p.m., will be held remotely via Zoom.
13. The Regular Meeting on January 13, 2021, 6:30 p.m., will be held remotely via Zoom.
14. The Regular Meeting/Study Session on January 27, 2021, 6:30 p.m., will be held remotely via Zoom.
15. The Regular Meeting on February 10, 2021, 6:30 p.m., will be held remotely via Zoom.
16. The Regular Meeting on February 24, 2021, 6:30 p.m., will be held remotely via Zoom.
17. The Regular Meeting on March 10, 2021, 6:30 p.m., will be held remotely via Zoom.
18. The Regular Meeting on March 24, 2021, 6:30 p.m., will be held remotely via Zoom.
19. The Regular Meeting on April 14, 2021, 6:30 p.m., will be held remotely via Zoom.
20. The Regular Meeting/Study Session on April 28, 2021, 6:30 p.m., will be held remotely via Zoom.
21. The Regular Meeting on May 5, 2021, 6:30 p.m., will be held remotely via Zoom.
22. The Regular Meeting/Study Session on May 19, 2021, 6:30 p.m., will be held remotely via Zoom.
23. The Regular Meeting on June 2, 2021, 6:30 p.m., will be held remotely via Zoom.
24. The Regular Meeting on June 16, 2021, 6:30 p.m., will be held remotely via Zoom.

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: North Santa Cruz County SELPA Plan

MEETING DATE: June 24, 2020

FROM: Dorothy Coito, Assistant Superintendent of Educational Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:

Approve the North Santa Cruz County Special Education Local Plan Area (SELPA) Local Plan.

BACKGROUND:

The California Department of Education's approval of a SELPA local plan is based on the capacity of the Local Education Agency to ensure that special education programs and services are provided to all students with disabilities within the SELPA's identified geographic area and, whether the local plan adheres to the related provisions of special education law. Approval shall be based on the capacity of the SELPA to ensure special education programs and services are provided to all students with disabilities, and whether the local plan,

- adheres to the guidelines established pursuant to *EC* Section 56122 for the development of a local plan;
- includes all of the required components associated with a local plan as detailed in special education law; and
- meets requirements for size and scope.

Revisions to the Local Plan Governance and Administration, Section B, must be reviewed by the Community Advisory Committee, County Office of Education, and must be adopted by each Local Educational Agency's governing board prior to being submitted to the California Department of Education for review and consideration for approval (*EC* Section 56195.1). This requirement will not be construed as a prerequisite for submitting changes to the Annual Budget Plan, Section D, or Annual Service Plan, Section E, which are elements of the Local Plan with annual submission requirements. Contacts and Certifications, Section A, must be completed and signed by the appropriate parties and included in any Local Plan submission.

Every SELPA had a Local Plan previously. The State decided that all plans should follow the same template. This plan reflects that compliance requirements instituted by the State, and reflects the ongoing practices of the North County SELPA.

FISCAL IMPACT:

None

This work is in direct support of the following District goals and their corresponding metrics:

Goal #1: All Santa Cruz City Schools students will be prepared to successfully access post-secondary college and career opportunities.

Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

Goal #6: SCCS will maintain strong communication and partnership with its diverse community.

Local Plan Approval

Background: Under the trailer bill language of the adopted budget in 2018 AB 1808, the Governor required all Special Education Local Plan Areas (SELPA) to develop a Local Plan that conformed to a template to be provided by the CDE. The template was intended to provide the public with a format that would be consistent across the state of California. The timeline included local approval and submission to the California Department of Education (CDE) by June 30, 2020.

A Local Plan committee was formed. The Local Plan in the new format was developed, reviewed, and recommended. The Local Plan ready for approval contains all required sections and appendices which have been updated to align with the language in the Local Plan template.

The Local Plan was reviewed at the last governance meeting. That meeting fell under the Brown Act and the public was provided the opportunity to participate and comment.

As is required by AB 1808, a hearing is scheduled as part of this meeting. The hearing notice was sent to all LEAs to display per CA Education Code requirements.

Upon approval, the Local Plan will become the interim plan pending CDE approval. To complete the full approval process in 2020-2021, the LEA Boards of North Santa Cruz County SELPA and the Superintendent of Santa Cruz County Office of Education will be required to approve the Local Plan. These approvals of the Local Plan will be submitted to the CDE. The Local Plan must be posted on the websites of each LEA, North Santa Cruz County SELPA, and Santa Cruz County Office of Education.

The approval process in future years will be per the chart below:

Local Plan Component	Annually	Three-Year Cycle
Section A – Contacts and Certifications	X	X
Section B – Governance		X
Section C – Annual Assurances and Support Plan	TBD	TBD
Section D – Annual Budget Plan	X	X
Section E – Annual Services Plan	X	X
Appendix A – North Santa Cruz County SELPA Bylaws	As needed	
Appendix B – Agreement for Participation in North Santa Cruz County SELPA	As needed	
Appendix C – Community Advisory Committee Bylaws	As needed	

Fiscal Impact: There is no anticipated fiscal impact to approving the Local Plan in the new format.

Section A: Contacts and Certifications

SELPA

Fiscal Year

Certification 5: Participating Local Educational Agency

The Special Education Local Plan Area (SELPA) shall include a signed copy of the following Local Educational Agency (LEA) certification for each participating agency when submitting the original, or revised local plan Governance and Administration (Section B).

LEA

The LEA certifies the SELPA local plan has been adopted by the LEA/county local governing board(s) and is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA superintendent shall administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations, which will ensure full compliance. The Superintendent certifies the LEA is participating in a:

☐ Single LEA SELPA ☒ Multi-LEA SELPA

This Governance and Administration was:

Adopted on the day of ,
Yeas Nays

The superintendent, or chief administrator of the LEA ensures the current local plan: Governance and Administration (Section B), Annual Budget Plan (Section D), and Annual Services Plan (Section E), including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA local plan, including all sections, is posted.

LEA Superintendent/Chief Administrator

Date

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



California Department of Education
Special Education Division
January 2020

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:

The North Santa Cruz County Special Education Local Plan Area (SELPA) is a multi-district SELPA comprised of 13 local educational agencies (LEAs) including 10 school districts: Bonny Doon Elementary, Happy Valley Elementary, Live Oak Elementary, Mountain Elementary, Pacific Elementary, Santa Cruz City Elementary, Santa Cruz City High School, San Lorenzo Valley Unified, Scotts Valley Unified, Soquel Union Elementary; two charter schools that are their own LEA for Special Education purposes; Delta Charter School, Pacific Collegiate Charter School; and the Santa Cruz County Office of Education (SCCOE). The SCCOE is designated as the Administrative Unit (AU) for the North Santa Cruz County SELPA.

The SCCOE is considered an LEA for all purposes of this agreement except where referred to as the AU. In adopting the local plan, each participating LEA agrees to carry out the duties and responsibilities assigned to it within the plan and to ensure equal access to programs and services to eligible persons requiring special education in the service region.

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:

The regional governance and administrative structure of the SELPA is established by agreement among the governing boards of the member LEAs. It consists of the Special Education Coordinating Agency (SECA), the Special Education Council (SEC), and the Community Advisory Committee (CAC). The SELPA Director may convene additional advisory committees. The SELPA Director is responsible for coordination of the SELPA and implementation of the local plan.

The Roles and structure are defined below. Additional information can also be found in the Joint Powers Agreement (JPA), CAC by-laws, SECA by-laws and SELPA Procedural Handbook.

Special Education Coordinating Agency (SECA)

SELPA North Santa Cruz County SELPA

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The SELPA governance council, SECA, consists of the superintendent/chief administrative officers of each of the participating LEAs, each of whom provide a liaison function between the LEA governing board and SECA. LEA superintendents/chief administrators exercise their authority and responsibilities in accordance with policies and procedures of their local governing boards and within the voting procedures of the Special Education Coordinating Agency Joint Powers Agreement. A quorum shall consist of 7 members. A chair and vice-chair shall be elected annually. The SELPA Director serves an ex-officio member. SECA shall hold regular meetings at least quarterly each school year. All meetings of SECA shall be held according to law and the Brown Act.

SECA Responsibilities

Adopting SELPA policies, administrative regulations, procedures, resolutions, and guidelines for the management and implementation of special education programs and services within the SELPA;

Approving SELPA budgets and expenditures for regionalized services and SELPA program specialists;

Supervising the recruitment and selection process for the SELPA Director;

Providing direction to the SELPA Director for regionalized and program specialist services;

Directing that data be gathered, interpreted, and reported regarding the implementation, administration and operation of the local plan;

Reviewing data in order to monitor planned and actual accomplishments of special education programs in the districts that comprise the local plan;

Receiving and reviewing an annual report of all due process and compliance complaints filed within the SELPA;

Recommending special education policy for adoption by governing boards;

Review and approve amendments to the local plan, the SELPA annual service and budget plans;

Review and approve program transfers;

Review and approve any changes in the income distribution model; and

Evaluate the SELPA Director.

All SECA members have one vote and decisions will be made by a majority vote except in circumstances where state or federal mandates require a unanimous vote. A weighted vote may be held on any action item at the request of any member of SECA prior to the vote.

The County Superintendent of Schools

The County Superintendent of Santa Cruz County shall be designated as the Superintendent of the Responsible Local Agency (RLA). The RLA Superintendent will serve as a member of the Special Education Coordinating Agency (SECA) and will have the responsibility for the coordination and implementation of the Local Plan in accordance with approved policies and procedures.

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RLA Superintendent Responsibilities

Serve as a member of the SECA;

Serve as the employing agency for personnel who have responsibilities throughout the Local Plan Area. Such personnel will include, but not be limited to the SELPA Director and Program Specialists. Employment of such personnel will be in accordance with personnel policies and practices of the SCCOE and procedural employment policies approved by the SECA;

Employ appropriate classified personnel in support of the SELPA certificated staff;

Along with the SECA Chairperson and other member(s), provide for the annual evaluation of the SELPA administrator;

Receive and maintain accountability for the use of Regionalized Service funds appropriated to the SELPA;

Establish appropriate record keeping procedures to be followed by each LEA for purposes of maintaining accurate fiscal and accounting records in accordance with state and federal requirements and submit required reports to the appropriate authorities; Provide technical support for the Management Information System (MIS) necessary to comply with the requirements of the State Department of Education and,

Recommend to the SECA a plan for the sharing of regionalized service funds when LEAs are required to perform duties related to staff development, fiscal and accounting reports or other data gathering activities associated with required reporting activities.

Community Advisory Committee (CAC)

The CAC serves the Special Education Local Plan Area and the Special Education Coordinating Agency in an advisory capacity, in accordance with Education Code 56190-56194, by-laws, and the North Santa Cruz County SELPA Procedural Guidelines Handbook. CAC reviews and provides input into the development of the local plan, recommends annual priorities to be addressed by the SELPA, and assists in parent education and awareness. The CAC includes parents, students, special education and general education staff members, and community members appointed by LEA governing boards. At least a majority of the CAC shall be composed of parents of students enrolled in schools participating in the local plan and at least a majority of such parents shall be parents of students with disabilities within the SELPA. CAC members shall be appointed by LEA governing boards. The SELPA Director or designee serves as ex-officio member of the CAC and acts as the liaison between the CAC and the SECA.

CAC Responsibilities

Advising the policy and administrative entity on the development, amendment, and review of the local plan; Recommending annual priorities to be addressed by the SELPA;

Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan;

Encouraging community involvement in the development of the local plan; Supporting activities on behalf of individuals with exceptional needs; and

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Assisting in parent awareness of the importance of regular school attendance. The CAC shall have regularly scheduled meetings no less than two times per year. All meetings of the committee shall be held according to law and the Brown Act.

Special Education Council (SEC)

The SEC is an advisory body to the SELPA administrator and the Special Education Coordinating Agency. The SEC consists of special education administrators. The LEA special education administrators are responsible as individuals for the operation of their Local Education Agency programs to ensure that all eligible students with disabilities receive appropriate services. The purpose of SEC is to provide input to the SELPA Director regarding the local plan, special education program needs, professional development, the funding allocation model, the development of inter-agency agreements, policies, forms, and procedures.

Meetings of SEC also provide participants with a venue for sharing ideas regarding issues such as IEP development and implementation, curriculum, scope and sequence, student performance targets, assessments, instructional best practices, and day-to-day operations.

In addition, SEC:

Provides a summary at each meeting of SECA;

Acts as a conduit for information between the SELPA Director and each LEA's special education departments and/or others as needed;

Acts as a resource to the CAC and provides assistance in identifying an individual to serve as a liaison to the CAC Special Focus/ Ad Hoc Committees.

The SELPA Director may convene informal special focus advisory committees in areas such as fiscal monitoring, program development, SELPA adoption of student information systems, development and revision of IEP forms, development and revision of guidelines or procedures, and interagency agreements. Each committee will meet only as long as necessary to complete a specific purpose.

SELPA Director

The AU is responsible for the recruitment of the SELPA Director. The selection of a candidate for the position of SELPA Director shall be the responsibility of the SECA. The SECA conducts the evaluation of the SELPA Director. The SELPA Director assists in assuring that districts and the Santa Cruz County Office of Education provide a full continuum of programs and services to students with disabilities and that these programs and services are provided according to all legal mandates. The SELPA Director provides support and resources to members of the public, including parents or guardians of individuals requiring special education who are receiving services under the local plan, including the availability of established due process and legal service options and procedures. In cooperation with the State Department of Education, the

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SELPA Director provides information to ensure that all special education students receive due process of law.

Responsibilities of the SELPA Director – E. C. 56205 (D) (ii):

Under the direction of the RLA Superintendent and the SECA, the SELPA Director responsibilities shall include, but are not limited to:

Coordinating the implementation of all components of the local plan;

Preparing and implementing annual budget and service plans;

Developing, implementing, supervising, and evaluating regionalized services;

Overseeing the recruitment, supervision, and evaluation of SELPA staff;

Developing and implementing policies, procedures, and local agreements that will ensure that all students are provided with a free and appropriate public education;

Developing and maintaining interagency agreements with San Andreas Regional Center, California Children's Services, Head Start, and others as needed to ensure a full range of special education programs and services;

Ensuring appropriate use of federal, state, and local funds allocated for special education;

Preparing program and fiscal reports required by the LEAs, SELPA, and State Department of Education;

Developing and implementing a plan for personnel development, including training of staff and parents;

Providing technical assistance and consultation to LEAs in all areas of special education, including complaint and due process procedures;

Adopting and implementing a management information system;

Establishing and maintaining a positive relationship with all members of the SELPA;

Informing the superintendents of the status of the special education programs; and

Serving as an ex-officio member of the SECA and the CAC.

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:

SELPA policies, procedures, and local agreements necessary to support the implementation of the local plan, and as required by legal mandates, have been developed and are available upon request. These documents can be requested through the SELPA office.

According to the Joint Powers Agreement, the formal adoption of policies shall be by majority vote of LEA representatives at the SECA. Policy proposals and suggested amendments to, or revisions of, existing policies shall be submitted and suggested to all members of the Governing Council in writing prior to a regularly scheduled Council meeting in which such proposed policies, amendments, or revisions shall be read and discussed. Policies will, barring emergencies, be adopted or amended after consideration at two meetings of the Council. Policies may be approved for interim application on one reading but will require a second reading for formal adoption. The agenda minutes shall be marked to indicate policy matters.

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Directly following the approval or revision of any policy within the SELPA, Superintendents are charged with the task to work with LEA Administrators and staff to implement all SELPA adopted policies and procedures.

LEA Governing Boards

The governing board of each LEA shall approve its participation in the SELPA for Special Education. The local governing board responsibilities include, but are not limited to: Approval of the local plan; Adoption of policies and procedures for special education programs and services within their districts; LEA compliance with all elements of the local plan; Input on SELPA policies and procedures through the Superintendent of the LEA.

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:

SELPA policies, procedures, and local agreements necessary to support the implementation of the local plan, and as required by legal mandates, have been developed and are available upon request. These documents can be requested through the SELPA office.

According to the Joint Powers Agreement, the formal adoption of policies shall be by majority vote of LEA representatives at the SECA. Policy proposals and suggested amendments to, or revisions of, existing policies shall be submitted and suggested to all members of the Governing Council in writing prior to a regularly scheduled Council meeting in which such proposed policies, amendments, or revisions shall be read and discussed. Policies will, barring emergencies, be adopted or amended after consideration at two meetings of the Council. Policies may be approved for interim application on one reading but will require a second reading for formal adoption. The agenda minutes shall be marked to indicate policy matters. Directly following the approval or revision of any policy within the SELPA, Superintendents are charged with the task to work with LEA Administrators and staff to implement all SELPA adopted policies and procedures.

LEA Governing Boards

The governing board of each LEA shall approve its participation in the SELPA for Special Education. The local governing board responsibilities include, but are not limited to: Approval of the local plan; Adoption of policies and procedures for special education programs and services within their districts; LEA compliance with all elements of the local plan; Input on SELPA policies and procedures through the Superintendent of the LEA.

5. Describe the policies and procedures of the SELPA that allow for the participation of charter schools in the local plan:

Students enrolled in charter schools are entitled to special education services in a manner similar to those enrolled in public school in the district, charter schools within the SELPA shall comply with all requirements of applicable state and federal law regarding provision of special education services (Education Code §56000 et seq., Individuals with Disabilities Education Act 20 U.S.C. Chapter 33).

A charter school shall not discriminate against any pupil in its admission criteria, including on the basis of disability. The charter school's participation in the SELPA will be determined by whether it operates as a school of its chartering district or an LEA member of a SELPA. If the charter school is operating as an LEA member of the SELPA, the charter school shall be treated as all other SELPA-member LEAs by the administrative unit, SELPA Governing Board and the SELPA Administrator.

Charter schools that are categorized as dependent and not deemed an LEA for special education purposes are aligned with the chartering district. They will participate in the federal/state funding in the same manner as the other schools within the chartering district. The chartering district shall be responsible for ensuring that all children with disabilities enrolled in the charter school receive special education services in the same manner that is consistent with all applicable provisions of state and federal law. A charter school may apply to become an LEA for special education purposes. The Special Education Coordinating Agency Governing Council shall determine whether the charter school has provided requisite assurances. Once approved as an LEA, the charter school shall participate in the governance of the SELPA in the same manner as other school districts within the SELPA. LEA status will become effective on July 1 of the next school year.

Prior to final approval and full acceptance as a member LEA, the charter school will continue to be deemed a public school of the chartering district. Once approved, the LEA charter school will choose a representative to the Governance Board and a representative to the Special Education Council. The representative to the Governance Board must be the chief executive officer pursuant to the Governance Board bylaws. The representative to the Special Education Council shall be an authorized agent designated by the governing board of the charter school. If disapproved of LEA status, the SELPA administrator will provide the applicant with a written finding that delineates the reason(s) for disapproval. Once deemed a member LEA, the charter school, like other member LEAs shall:

Fully participate in governance of the SELPA in the manner outlined in the local plan and shall choose a representative to the SELPA Governance Council and to the SELPA Special Education Council;

Accept all responsibilities of an LEA in the implementation of the local plan;

Fully comply with policies and procedures outlined in the local plan and procedural handbooks;

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Contribute to, participate in, and receive the benefits of regionalized services;
 Receive state and federal funding for special education in accordance with the SELPA AB 602 Funding Allocation Plan;
 Be responsible for all costs incurred in the provision of special education and related services, including but not limited to instruction, services, transportation, nonpublic school/agency placements, inter/intra SELPA placements, due process proceedings, complaints and attorney fees, without regard for the location in which the student may reside;
 Document that all state and federal special education funds apportioned to the charter school are used for the sole purpose of providing special education instruction and/or related services to identified students with disabilities; and
 Return any special education apportionment not used solely for the purpose of providing special education instruction and/or related services to identified students with disabilities, if recaptured by the SELPA for reallocation to other LEAs. Annually collect data and submit to the SELPA by June 30 of each year, the total number of students who submitted an application and were accepted into the charter school in the previous school year (i.e., submit June 30, 2019 for the 2018-2019 school year): the number of general education and special education student (students with either an Individualized Education Plan (IEP) or Section 504 Plan) who applied for admission to the charter school; and the number of general education and special education students who were admitted to the charter school during the previous school year. Following approval by the Governance Board, the SELPA local plan must be amended, the governing boards of all participating LEAs must approve the amendment, and the amended local plan must be submitted to CDE for final approval. If the approval of a charter school as an LEA requires a change in the SELPA AB 602 Funding Allocation Plan, such change shall be adopted pursuant to the policy-making process outlined in the local plan. A request by a charter school to participate as an LEA in the North Santa Cruz County SELPA will not be treated differently from a similar request made by a school district. In reviewing and approving such a request, the following requirements shall apply:
 The charter school shall participate in state and federal funding for special education and receive funding in the same manner as other LEAs of the SELPA as specified in the SELPA income distribution model;
 The charter school shall participate in the governance of the SELPA in the same manner as other LEAs of the SELPA; and
 The addition of new members to the North Santa Cruz County SELPA, as approved by SECA, shall be followed by an amendment to the local plan.

It is the Community Advisory Committee's intent to take a proactive interest in all matters concerning the Local Plan and the children and families which it serves. It is directly involved in both the planning and implementation being done on their behalf.

The CAC serves the Special Education Local Plan Area and the Special Education Coordinating Agency in an advisory capacity, in accordance with Education Code 56190-56194 and the North Santa Cruz SELPA CAC by-laws. CAC reviews and provides input into the development of the local plan, recommends annual priorities to be addressed by the SELPA, and assists in parent education and awareness. The CAC includes parents, students, special education and general

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education staff members, and community members appointed by LEA governing boards. The majority of members are parents, and the majority of parents are parents of children with disabilities within the SELPA.

CAC members shall be appointed by LEA governing boards. The SELPA Director or designee serves as ex-officio member of the CAC and acts as the liaison between the CAC and the SECA.

CAC Responsibilities

Advising the policy and administrative entity on the development, amendment, and review of the local plan;

Recommending annual priorities to be addressed by the SELPA;

Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan;

Encouraging community involvement in the development of the local plan;

Supporting activities on behalf of individuals with exceptional needs; and

Assisting in parent awareness of the importance of regular school attendance.

The CAC shall have regularly scheduled meetings not less than two times per year. All meetings of the committee shall be held according to law and the Brown Act.

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:

It is the Community Advisory Committee's intent to take a proactive interest in all matters concerning the Local Plan and the children and families which it serves. It is directly involved in both the planning and implementation being done on their behalf.

The CAC serves the Special Education Local Plan Area and the Special Education Coordinating Agency in an advisory capacity, in accordance with Education Code 56190-56194 and the North Santa Cruz SELPA CAC by-laws. CAC reviews and provides input into the development of the local plan, recommends annual priorities to be addressed by the SELPA, and assists in parent education and awareness. The CAC includes parents, students, special education and general education staff members, and community members appointed by LEA governing boards. The majority of members are parents, and the majority of parents are parents of children with disabilities within the SELPA.

CAC members shall be appointed by LEA governing boards. The SELPA Director or designee serves as ex-officio member of the CAC and acts as the liaison between the CAC and the SECA.

CAC Responsibilities

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Advising the policy and administrative entity on the development, amendment, and review of the local plan; Recommending annual priorities to be addressed by the SELPA; Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan; Encouraging community involvement in the development of the local plan; Supporting activities on behalf of individuals with exceptional needs; and Assisting in parent awareness of the importance of regular school attendance.

The CAC shall have regularly scheduled meetings not less than two times per year. All meetings of the committee shall be held according to law and the Brown Act.

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:

The SELPA Director shall be responsible for the coordination of the development of any proposed amendments to the local plan. Amendments to the permanent portion of the local plan may be considered at any time. The SECA may adopt changes to the local plan on an interim basis, not to exceed one school year. To formally adopt proposed and interim amendments the following procedure shall be followed:

A committee comprised of special and regular education teachers and administrators, as well as CAC representatives shall be convened to provide input and make recommendations regarding the proposed or interim amendments to the local plan.

The CAC and other advisory groups as determined appropriate by the SELPA Director will review the recommended amendments to the local plan, as presented by the committee, and provide additional input and revision, if needed.

The SECA will review and approve the final draft amendments of the local plan and submit to the LEA governing boards for approval.

LEA governing boards will review and take action on the recommended amendments to the local plan within 60 days of submission from the SECA.

Amendments require the approval of each LEA governing board.

Following approval by all LEA governing boards, the SELPA will submit the local plan to the State Department of Special Education for submission to the State Board of Education.

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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:

All funds flow from the State directly to the North Santa Cruz County (NSCC) Special Education Local Plan Area (SELPA) Administrative Unit (AU), which is the Santa Cruz County Office of Education (SCCOE). The SELPA Administrative Unit (AU), in turn, allocates the funds to SELPA-member Local Education Agencies (LEAs or districts) according to the SELPA AB602 Allocation Plan.

AB602 Allocation Plan Income Distribution Model and Maintenance of Effort

An income distribution model has been adopted by the SELPA and shall be reviewed and revised on a regular basis. The model distributes all funds pursuant to applicable state and federal regulations. Each LEA acknowledges the obligation to maintain the level of general fund contribution towards the provision of special education services at a level equal to or greater than that of the prior year (Maintenance of Effort), in compliance with state and federal mandates. The County Superintendent of the Santa Cruz County Office of Education shall be designated as the Superintendent of the Responsible Local Agency (RLA). The RLA Superintendent will serve as a member of the Special Education Coordinating Agency (SECA) and will have the responsibility for the coordination and implementation of the Local Plan in accordance with approved policies and procedures.

RLA Superintendent Responsibilities

Serve as a member of the SECA;
Receive and maintain accountability for the use of Regionalized Service funds appropriated to the SELPA;

Establish appropriate record keeping procedures to be followed by each LEA for purposes of maintaining accurate fiscal and accounting records in accordance with state and federal requirements and submit required reports to the appropriate authorities;

Recommend to the SECA a plan for the sharing of regionalized service funds when LEAs are required to perform duties related to staff development, fiscal and accounting reports or other data gathering activities associated with required reporting activities.

Administrative Unit (AU)

The SECA has designated the SCCOE as the AU for the SELPA. The AU is the SELPA's fiscal agent and is responsible for implementing the following functions according to an MOU between the AU and SELPA:

Receipt and distribution of special education funds for the operation of special education

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programs and services, pursuant to state and federal law;

Administrative support, including establishing and maintaining an office for SELPA staff;

Employment of SELPA staff to coordinate implementation of the local plan.

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:

Each Local Education Agency (LEA) member of the North Santa Cruz County SELPA shall ensure that interagency agreements and other means of interagency coordination are in effect to ensure services required for a free appropriate public education (FAPE) are provided.

Interagency agreements necessary to support the implementation of the local plan, and as required by legal mandates, have been developed with the following agencies: California Children's Services, Encompass Community Services, Head Start, San Andreas Regional Center.

Other interagency agreements will be developed as needed. Copies of these documents can be requested through the SELPA office.

Each LEA is responsible for obtaining and implementing all services as outlined in Individual Education Plans (IEPs) and Individual Family Service Plans (IFSPs) to ensure a free appropriate public education (FAPE).

When IEP services and placements are needed that are not available or accessible through the SELPA's interagency agreements, LEAs may choose to enter into a contractual agreement for services with a non-public agency (NPA) or non-public school (NPS) pursuant to the SELPA Master Contract.

The LEA representative shall review the master contract, create an individual services agreement (ISA), and review the IEP to ensure that all services agreed upon and specified in the IEP are provided. Each LEA that contracts with a nonpublic, nonsectarian school shall evaluate the placement of its student(s) in such schools on at least an annual basis and prior to placement as part of the annual IEP review. The LEA shall conduct at least one onsite monitoring visit each school year they have a student placed via a master contract.

The monitoring visit shall include:

A review of services provided through the ISA

A review of progress on goals

A review of progress on goals specific to a Behavior Intervention Plan (BIP)

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An observation of the pupil during instruction

A walkthrough of the facility

Submit the findings of the monitoring visit to the California Department of Education (CDE) within 60 days of the visit.

All nonpublic school and nonpublic agency contractor services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code, section 56366 et seq and within the professional scope of practice of each provider's license, certification and/or credential.

The contractor shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. The contractor shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to contractor.

10. For multi-LEA local plans, specify:

a. The responsibilities of each participating COE and LEA governing board in the policymaking process:

According to the Joint Powers Agreement, the formal adoption of policies shall be by majority vote of LEA representatives at the SECA. Policy proposals and suggested amendments to or revisions of existing policies shall be submitted and suggested to all members of the Governing Council in writing prior to a regularly scheduled Council meeting in which such proposed policies, amendments, or revisions shall be read and discussed. Policies will, barring emergencies, be adopted or amended after consideration at two meetings of the Council. Policies may be approved for interim application on one reading but will require a second reading for formal adoption. The agenda minutes shall be marked to indicate policy matters.

Directly following the approval or revision of any policy within the North Santa Cruz County SELPA, Superintendents are charged with the task to work with LEA Administrators and staff to implement all SELPA adopted policies and procedures.

Santa Cruz County Office of Education and LEA Governing Boards

The governing board of each LEA and the Santa Cruz County Office of Education shall approve its participation in the North Santa Cruz County Local Plan for Special Education.

The local governing board responsibilities include, but are not limited to:

Approval of the local plan;

Adoption of policies and procedures for special education programs and services within their districts;

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Compliance with all elements of the local plan;
Input on SELPA policies and procedures through the superintendent of the LEA or County

- b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan:

The Responsible Local Agency (RLA) is the Santa Cruz County Superintendent. The RLA and the Superintendents/Administrators of each LEA are responsible to their respective governing boards for the implementation of all elements of the local plan.

LEA and COE Superintendents

Serve as a member of the SECA;
Assist in the identification of special education program and service needs for the North Santa Cruz County SELPA through participation on the SECA; and
Communicate SELPA information to their governing boards.

LEA Special Education Administrators

LEA Special Education Administrators are responsible for the coordination of special education services and programs within their agencies and for the implementation of the local plan.

LEA Governing Boards

The governing board of each LEA shall approve its participation in the North Santa Cruz County Local Plan for Special Education. The local governing board responsibilities include, but are not limited to:

Approval of the local plan;
Adoption of policies and procedures for special education programs and services within their districts;
LEA compliance with all elements of the local plan;
Input on SELPA policies and procedures through the superintendent of the LEA; and,
Appointment of individuals to the CAC.

- c. The responsibilities of each LEA and COE for coordinating the administration of the local plan:

Local Educational Agency (LEA) and County Office of Education (COE) Responsibilities:

Board policy of each LEA member of the North Santa Cruz County SELPA Local Plan shall indicate that the LEA is responsible for educating children with disabilities in the least restrictive

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environment (LRE). Placement in special education programs or services occurs only when the nature or severity of the disability is such that the child's education, even with the use of modifications of the general education program, or use of supplementary aids or programs, cannot be achieved satisfactorily. Children with disabilities are served in their home districts whenever the needs identified on the individualized education program (IEP) can be met within the home district. However, it is recognized that some students have unique educational needs that cannot be met in their home districts. Because of such identified unique educational needs, some students receive services from other districts and/or the SCCOE within the SELPA.

LEA responsibilities include, but are not limited to:

- Coordinating and conducting Child Find activities;
- Developing and providing programs and services for all eligible students residing in the district and for students at private schools located in the district;
- Identifying and serving students in medical, foster or LCI facilities;
- Participating in state/district-wide assessments;
- Operating all special education programs and services in accordance with state and federal laws and regulations;
- Responding to compliance and due process complaints and implementing the decisions of compliance investigations or due process hearings;
- Utilizing the same management information system, forms, procedures and guidelines as all other districts within the SELPA; and
- Collecting and completing state and federal reporting requirements; including, but not limited to: timely submission of compliance and monitoring reports, self-reviews, comprehensive verification reviews, and other data submission as required by state and federal law.

LEA Governing Boards

The governing board of each LEA shall approve its participation in the North Santa Cruz County Local Plan for Special Education. The local governing board responsibilities include, but are not limited to:

- Approval of the local plan;
- Adoption of policies and procedures for special education programs and services within their districts;
- LEA compliance with all elements of the local plan;
- Input on SELPA policies and procedures through the superintendent of the LEA; and,
- Appointment of individuals to the CAC.

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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:

The AU is responsible for the recruitment of the SELPA Director. The selection of a candidate for the position of SELPA Director shall be the responsibility of the SECA. The SECA supervises, disciplines, and conducts the evaluation of the SELPA Director in conjunction with the RLA/AU in accordance with the personnel policies and practices of the Santa Cruz County Office of Education.

RLA/ AU Superintendent Responsibilities

Serve as a member of the SECA;
 Serve as the employing agency for personnel who have responsibilities throughout the Local Plan Area. Such personnel will include, but not be limited to the SELPA Director and Program Specialists. Employment of such personnel will be in accordance with personnel policies and practices of the SCCOE and procedural employment policies approved by the SECA;
 Employ appropriate classified personnel in support of the SELPA certificated staff;
 Along with the SECA Chairperson, provide the evaluation of the SELPA administrator.

SELPA Administrator:

Comply with AU personnel policies and procedures under the direction and supervision of the SECA and AU.

Individual LEA SECA Responsibilities

Supervising the recruitment and selection process for the SELPA Director;
 Providing direction to the SELPA Director;
 Directing that data be gathered, interpreted, and reported regarding the implementation, administration and operation of the local plan;
 Reviewing data in order to monitor planned and actual accomplishments of special education programs in the districts that comprise the local plan;
 Review and approve amendments to the local plan, the SELPA annual service and budget plans;
 Evaluate the SELPA Director.

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- b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA:

All funds flow from the State directly to the North Santa Cruz County (NSCC) Special Education Local Plan (SELPA) Administrative Unit (AU), which is the Santa Cruz County Office of Education. The SELPA Administrative Unit, in turn, allocates the funds to SELPA-member Local Education Agencies (LEAs or districts) according to the SELPA Allocation Plan.

The Allocation Plan has been adopted by the SECA and shall be reviewed at least annually. The model distributes all funds pursuant to applicable state and federal regulations.

RLA/ Administrative Unit (AU)

The SECA has designated the SCCOE as the AU for the SELPA. The AU is the SELPA's fiscal agent and is responsible for receipt and distribution of special education funds for the operation of special education programs and services, pursuant to state and federal law.

The RLA/AU shall:

Establish appropriate record keeping procedures to be followed by each LEA for purposes of maintaining accurate fiscal and accounting records in accordance with state and federal requirements and submit required reports to the appropriate authorities; and

Recommend to the SECA a plan for the sharing of regionalized service funds when LEAs are required to perform duties related to staff development, fiscal and accounting reports or other data gathering activities associated with required reporting activities.

LEAs:

Member LEAs shall:

Contribute to, participate in, and receive the benefits of regionalized services;

Receive state and federal funding for special education in accordance with the SELPA AB602 Funding Allocation Plan;

Be responsible for all costs incurred in the provision of special education and related services, including but not limited to instruction, services, transportation, nonpublic school/agency placements, inter/intra SELPA placements, due process proceedings, complaints and attorney fees;

Document that all state and federal special education funds apportioned are used for the sole purpose of providing special education instruction and/or related services to identified students with disabilities; and

Return any special education apportionment not used solely for the purpose of providing special education instruction and/or related services to identified students with disabilities, if recaptured by the SELPA for reallocation to other LEAs.

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In addition, each LEA acknowledges the obligation to maintain the level of general fund contribution towards the provision of special education services at a level equal to or greater than that of the prior year (Maintenance of Effort), in compliance with state and federal mandates.

SELPA Director

The SELPA shall adopt an annual budget plan at a public hearing scheduled at a SECA meeting in compliance with all legal mandates. The annual budget plan shall identify expected income and expenditures as required by state and federal laws.

In addition, the SELPA Director shall:

Monitor the appropriate use of federal, state and local funds allocated for special education programs; and

Prepare program and fiscal reports required by the State and submit in a timely manner in accordance with regulations and requirements.

Monitor and review the Allocation Plan with the SECA.

c. The operation of special education programs: education programs:

RLA/Local Educational Agency and Santa Cruz County Office of Education (SCCOE)/ AU Responsibilities:

The County Superintendent of Santa Cruz County shall be designated as the Superintendent of the Responsible Local Agency (RLA). The RLA Superintendent will serve as a member of the Special Education Coordinating Agency (SECA) and will have the responsibility for the coordination and implementation of the Local Plan in accordance with approved policies and procedures.

The Santa Cruz County Office of Education (hereinafter referred to as "SCCOE") operates several types of programs, including Alternative Education Programs and Regional Special Educational Programs and services to meet a variety of student needs within the SELPA.

SELPA Director

The AU is responsible for the recruitment of the SELPA Director.

The SELPA Director assists in assuring that districts and county offices of education provide a full continuum of programs and services to students with disabilities and that these programs and services are provided according to all legal mandates. The SELPA Director provides support and resources to members of the public, including parents or guardians of individuals requiring special education who are receiving services under the local plan, including the availability of established due process and legal service options and procedures. In cooperation with the State Department of Education, the SELPA Director provides information to ensure that

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all special education students receive due process of law.

Responsibilities of the SELPA Director – E. C. 56205 (D) (ii):

Under the direction of the RLA Superintendent and the SECA, the SELPA Director responsibilities shall include, but are not limited to:

Coordinating the implementation of all components of the local plan;

Preparing and implementing annual budget and service plans;

Developing, implementing, supervising, and evaluating regionalized services;

Overseeing the recruitment, supervision, and evaluation of SELPA staff;

Developing and implementing policies, procedures, and local agreements that will ensure that all students are provided with a free and appropriate public education;

Developing and maintaining interagency agreements with San Andreas Regional Center, California Children's Services, Head Start, and others as needed to ensure a full range of special education programs and services;

Ensuring appropriate use of federal, state, and local funds allocated for special education;

Preparing program and fiscal reports required by the LEAs, SELPA, and State Department of Education;

Developing and implementing a plan for personnel development, including training of staff and parents;

Providing technical assistance and consultation to LEAs in all areas of special education, including complaint and due process procedures;

Adopting and implementing a management information system;

Establishing and maintaining a positive relationship with all members of the SELPA;

Informing the superintendents of the status of the special education programs;

Local Educational Agency (LEA)

Board policy of each LEA member of the North Santa Cruz County SELPA Local Plan shall indicate that the LEA is responsible for educating children with disabilities in the least restrictive environment. Placement in special education programs or services occurs only when the nature or severity of the disability is such that the child's education, even with the use of modifications of the general education program or use of supplementary aids or programs, cannot be achieved satisfactorily. Children with disabilities are served in their home districts whenever the needs identified on the individualized education program (IEP) can be met within the home district. However, it is recognized that some students have unique educational needs that cannot be met in their home districts. Because of such identified unique educational needs, some students receive services from other districts and/or the SCCOE within the SELPA.

LEA responsibilities include, but are not limited to:

Coordinating and conducting Child Find activities;

Developing and providing programs and services for all eligible students residing in the district and for students at private schools located in the district;

Identifying and serving students in medical, foster or Licensed Children's Institutions (LCI)

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facilities;
 Participating in state/district-wide assessments;
 Operating all special education programs and services in accordance with state and federal laws and regulations;
 Responding to compliance and due process complaints and implementing the decisions of compliance investigations or due process hearings;
 Utilizing the same management information system, forms, procedures and guidelines as all other districts within the SELPA; and
 Collecting and completing state and federal reporting requirements; including, but not limited to: timely submission of compliance and monitoring self-reviews, and comprehensive verification reviews, and other data submission as required by state and federal law.

LEA Special Education Administrators

LEA special education administrators are responsible for the coordination of special education services and programs within their agencies and for the implementation of the local plan. Each LEA shall ensure that all students eligible for special education have access to the Common Core Curriculum, supplemental materials, equipment and supports to meet their individualized needs.

Programs for Early Childhood Special Education

The Memorandum of Understanding between North Santa Cruz County SELPA and San Andreas Regional Center outlines the services and responsibilities for children aged birth to three years. A description of programs for early childhood special education programs and services for children aged three through five years of age are outlined in the Annual Service Plan.

Access to Core Curriculum

Each LEA shall ensure that students with disabilities will have access to:
 All required core curriculum including state adopted core curriculum and supplementary materials; and
 Instructional materials and supports.

- d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs:

SECA Responsibilities

Adopting SELPA policies, administrative regulations, procedures, resolutions, and guidelines for the management and implementation of special education programs and services within the SELPA;

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Approving SELPA budgets and expenditures for regionalized services and SELPA Program Specialists;
 Directing that data be gathered, interpreted, and reported regarding the implementation, administration and operation of the local plan;
 Reviewing data in order to monitor planned and actual accomplishments of special education programs in the districts that comprise the local plan;
 Receiving and reviewing an annual report of all due process and compliance complaints filed within the SELPA;
 Recommending special education policy for adoption by governing boards;
 Review and approve amendments to the local plan, the SELPA annual service and budget plans;
 Review and approve program transfers;
 Review and approve any changes in the income distribution model;

RLA Superintendent Responsibilities

Serve as a member of the SECA;
 Receive and maintain accountability for the use of Regionalized Service funds appropriated to the SELPA;
 Establish appropriate record keeping procedures to be followed by each LEA for purposes of maintaining accurate fiscal and accounting records in accordance with state and federal requirements and submit required reports to the appropriate authorities;
 Provide technical support for the Management Information System (MIS) necessary to comply with the requirements of the State Department of Education; and,
 Recommend to the SECA a plan for the sharing of regionalized service funds when LEAs are required to perform duties related to staff development, fiscal and accounting reports or other data gathering activities associated with required reporting activities.

Responsibilities of the SELPA Director – E. C. 56205 (D) (ii):

Under the direction of the RLA Superintendent and the SECA, the SELPA Director responsibilities shall include, but are not limited to:
 Coordinating the implementation of all components of the local plan;
 Preparing and implementing annual budget and service plans;
 Developing, implementing, supervising, and evaluating regionalized services;
 Overseeing the recruitment, supervision, and evaluation of SELPA staff;
 Developing and implementing policies, procedures, and local agreements that will ensure that all students are provided with a free and appropriate public education;
 Developing and maintaining interagency agreements with San Andreas Regional Center, California Children's Services, Head Start, and others as needed to ensure a full range of special education programs and services;
 Ensuring appropriate use of federal, state, and local funds allocated for special education;
 Preparing program and fiscal reports required by the LEAs, SELPA, and State Department of Education;

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Developing and implementing a plan for personnel development, including training of staff and parents;
 Providing technical assistance and consultation to LEAs in all areas of special education, including complaint and due process procedures;
 Adopting and implementing a management information system;
 Establishing and maintaining a positive relationship with all members of the SELPA;
 Informing the superintendents of the status of the special education programs; and
 Serving as an ex-officio member of the SECA and the CAC.

Administrative Unit (AU)

The SECA has designated the SCCOE as the AU for the SELPA. The AU is the SELPA's fiscal agent and is responsible for implementing the following functions:

Receipt and distribution of special education funds for the operation of special education programs and services, pursuant to state and federal law;

Funding Allocation Plan and Maintenance of Effort (MOE)

An income distribution model has been adopted by the SELPA and shall be reviewed and revised on a regular basis. The model distributes all funds pursuant to applicable state and federal regulations. Each LEA acknowledges the obligation to maintain the level of general fund contribution towards the provision of special education services at a level equal to or greater than that of the prior year (Maintenance of Effort), in compliance with state and federal mandates.

Annual Budget Plan

The SELPA shall adopt an annual budget plan at a public hearing scheduled at a SECA meeting in compliance with all legal mandates. The annual budget plan shall identify expected income and expenditures as required by state and federal laws.

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:

Specialized equipment and services shall be provided at the site where the Individual Education Program (IEP) team has determined the student will receive a free and appropriate public education (FAPE) in the least restrictive environment (LRE).

LEAs in North Santa Cruz County SELPA will comply with AB605 as written to provide continuity of access to assistive technology devices for students on IEPs if deemed necessary as part of a FAPE.

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Specialized Equipment and Services through Low Incidence Funding:

In order to increase opportunities to serve students with low incidence disabilities in the least restrictive environment, funding is provided from the state within the AB602 Allocation.

The low incidence funding supports the provision of specialized services and supports as outlined in Individual Education Programs (IEPs) for each pupil with a low incidence disability as defined in California Education Code Section 56026.5: "hearing impairments, vision impairments, severe orthopedic impairments, or any combination thereof."

Low Incidence funding is legally the responsibility of the SELPA, including accountability of how the funds are used and reassignment of specialized books, materials and equipment within the SELPA and sharing with other SELPAs. To meet this responsibility, a Low Incidence Committee has been established, which is comprised of educators knowledgeable about low incidence disabilities. The North Santa Cruz County SELPA Low Incidence Committee has established procedures and guidelines for purchases through the Low Incidence fund.

Low Incidence Funds Funds for low incidence equipment, materials, and supplies, as well as for low incidence services are restricted for support of students in the low incidence disability categories: hearing impairment, deaf, visual impairment, severe orthopedic impairment, and deaf-blind. The funds are administered through the North Santa Cruz County SELPA as specified in the procedural handbook and include receipt of funds, distribution of funds, maintenance of an inventory, development of procedures for exchange of equipment, and reporting to the State.

Regionalized Services and Programs

The Santa Cruz County Office of Education provides regionalized services and programs throughout the SELPA in order to increase opportunities for students to receive specialized supports and services in the Least Restrictive Environment and to minimize the need to serve students at isolated sites or outside the SELPA.

Supports and services may include, but are not limited to:

Transition Services - (Students ages 16 and above, unless otherwise indicated on a student's IEP. (EC 56345 (8))

Hard of Hearing Specialist

Deaf Specialist

Visually Impaired Specialist

Orthopedically Impaired Specialist

Deaf-Blind Specialist

Assurances

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As a condition of receiving funds for regionalized services and the direct instructional support of program specialists, the SELPA assures that all regionalized operations and services listed below are provided in accordance with the local plan:

A coordinated system of identification and assessment;

A coordinated system of procedural safeguards;

A coordinated system of staff development and parent education;

A coordinated system of curriculum development and alignment with the core curriculum;

A coordinated system of internal program review, evaluation of the effectiveness of the local plan, and implementation of a local plan accountability mechanism;

A coordinated system of data collection and management;

Coordination of interagency agreements;

Coordination of services to medical facilities;

Coordination of services to licensed children's institutions and foster homes;

Preparation and transmission of required SELPA reports;

Fiscal and logistical support of the CAC;

Coordination of career, vocational and transition services;

Coordination of transportation services for individuals with exceptional needs;

Means by which full educational opportunity is ensured; and

Fiscal administration and the allocation of state and federal funds.

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; the document title; and the physical location where the policy can be found.

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

Policy/Procedure Number: N/A

Document Title:

Notice of Procedural Safeguards/ Local Plan Assurance Statement/
Procedural Handbook (Chapter 4)

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

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as stated:

☒ Yes ☐ No

2. Full Educational Opportunity: 20 USC Section 1412(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)

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 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)

Policy/Procedure Number:

Document Title:

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Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscscelpa.org

"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 a of 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)

Policy/Procedure Number: N/A

Document Title: Local Plan Assurance Statement

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscscelpa.org

"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)

Policy/Procedure Number: N/A

Document Title: Local Plan Assurance Statement

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscscelpa.org

"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

SELPA North Santa Cruz County SELPAFiscal Year 2019-20**7. Evaluation: 20 USC Section 1412(a)(7)**Policy/Procedure Number: N/ADocument Title: Local Plan Assurance StatementDocument Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

"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)**Policy/Procedure Number: N/ADocument Title: Local Plan Assurance StatementDocument Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

"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**9. Part C to Part B Transition: 20 USC Section 1412(a)(9)**Policy/Procedure Number: N/ADocument Title: Local Plan Assurance StatementDocument Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

"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

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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)

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)

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) (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)

Policy/Procedure Number:

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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)

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

Policy/Procedure Number:

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

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(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)

Policy/Procedure Number: N/A

Document Title: Local Plan Assurance Statement

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscscelpa.org

"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)

Policy/Procedure Number: N/A

Document Title: Local Plan Assurance Statement

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscscelpa.org

"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)

Policy/Procedure Number: N/A

Document Title: Local Plan Assurance Statement

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscscelpa.org

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"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)

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)

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

20. Suspension and Expulsion: 20 USC Section 1412(a)(22)

Policy/Procedure Number:

Document Title:

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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)

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)

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

23. Prohibition on Mandatory Medicine: 20 USC Section 1412(a)(25)

Policy/Procedure Number:

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Document Title: Local Plan Assurance Statement

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

"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 direct instructional support provided by program specialists; and the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the reference number, document title, and the location (e.g., SELPA office) for each function:

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

Reference Number: N/A

Document Title: Local Plan

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

The governance structure of the SELPA is established by agreement among the governing boards of the member LEAs. It consists of the Special Education Coordinating Agency (SECA), the Special Education Council (SEC), and the Community Advisory Committee (CAC). The SELPA Director may convene additional advisory committees. The SELPA Director is responsible for coordination of the SELPA and implementation of the local plan.

The Responsible Local Agency (RLA) is the Santa Cruz County Superintendent. The RLA and the Superintendents/Administrators of each LEA are responsible to their respective governing boards for the implementation of all elements of the local plan.

LEA and COE Superintendents:
Serve as a member of the SECA;

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Description:

Assist in the identification of special education program and service needs for the North Santa Cruz County SELPA through participation on the SECA; and
Communicate SELPA information to their governing boards.

LEA Special Education Administrators: LEA Special Education Administrators are responsible for the coordination of special education services and programs within their agencies and for the implementation of the local plan.

LEA Governing Boards: The governing board of each LEA shall approve its participation in the North Santa Cruz County Local Plan for Special Education. The local governing board responsibilities include, but are not limited to:

Approval of the local plan;

Adoption of policies and procedures for special education programs and services within their districts;

LEA compliance with all elements of the local plan;

Input on SELPA policies and procedures through the superintendent of the LEA; and,

Appointment of individuals to the CAC.

2. Coordinated system of identification and assessment:

Reference Number:

N/A

Document Title:

Local Plan, SELPA Procedural Handbook

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: The AU conducts child find activities in accordance with the Local Plan and MOU.

Role of the Administrator of the SELPA: Ensure each LEA conducts child find activities. The SELPA will provide technical support to LEAs and guidance to parents, as needed. The SELPA will also participate in child find activities by establishing policies and procedures for the member LEAs and ensuring appropriate inter-agency agreements are in place.

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Description:

Role of the individual LEAs: Each LEA is responsible for identifying and assessing all students for whom they are responsible according to Child Find process and procedures.

CHILD FIND 20 USC § 1412 (a) (3)

It shall be the policy of the 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 attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services are identified, located and evaluated, a practical method is developed and implemented to determine which students with disabilities are currently receiving needed special education and related services.

3. Coordinated system of procedural safeguards:

Reference Number:

N/A

Document Title:

Local Plan, SELPA Procedural Handbook (chapter 4)

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: The RLA/AU assists in complaints and provides technical assistance and guidance as requested.

Role of the Administrator of the SELPA: The SELPA provides alternate dispute resolution with districts as requested by parents and LEAs. The SELPA assists parents with filing complaints with the Office of Administrative Hearings when requested. The SELPA also assures procedural safeguards by providing technical assistance and guidance on forms and procedures to LEAs in the areas of assessment, identification, and placement. The SELPA will also provide parents with a copy of their procedural safeguards upon request and will maintain a copy on their website.

Role of the individual LEAs: The LEAs provide procedural safeguards to parents consistent with the education code, assist parents with understanding them, and ensure that they are implemented. The LEAs assist parents with filing complaints with the Office of Administrative Hearings when requested. The LEAs comply with procedures as outlined in state and federal law, and the SELPA Procedural Handbook.

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Description:

Procedural Safeguards**1. Initial and Annual Notice**

Prior to the initial evaluation and assessment to determine eligibility, the service coordinator shall give written notice to the parent which shall include all required elements as outlined in 17 C.C.R. § 52160(a-c).

2. General Notice Requirements

a. Written notice shall be given to the parent of a child who is eligible or suspected of being eligible a reasonable time before SARC or a participating LEA proposes or refuses to initiate or change the identification, evaluation, assessment, placement, or early intervention services of a child or the child's family (17 C.C.R. § 52161(a)(1-2)).

b. The notice shall be in sufficient detail to inform the parent about the action being proposed or refused, the reasons for taking the action, and all procedural safeguards that are available (17 C.C.R. § 52161(b)(1-3)).

c. The notice shall be written using words that are understandable to the general public and provided in the language of the parent's choice, unless it is clearly not feasible to do so. SARC or the participating LEA shall ensure that the parent understands the notice. (17 C.C.R. § 52161(c)(1-2))

3. Consent

The service coordinator shall obtain written parental consent before the initial evaluation and assessment of a child is conducted and early intervention services are initiated. The child's record shall contain written evidence that the parent has been informed of all required information as specified in 17 C.C.R. § 52162. All parties must abide by the Procedural Safeguards as outlined in the Federal Law and relevant federal regulations. Parents will be informed of their rights to due process at the initial meeting with each agency and at each annual IFSP meeting. During the continuance of a dispute, a child may continue to receive the same level of early intervention services currently being provided by either agency as identified and agree upon in the IFSP until age three. If the dispute involves initial early intervention services, the child may receive the early intervention services identified and agreed to in the IFSP.

SAN ANDREAS and SCCOE agree to comply with all privacy requirements associated with child/family confidentiality as regulated by the Family Education Rights to Privacy Act (FERPA) and/or the Health Insurance Portability and Accountability Act (HIPA).

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

Reference Number:	N/A
Document Title:	Local Plan
Document Location:	SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060; www.nscselpa.org
Description:	<p>Direct Instructional support provided by the program specialist: N/A</p> <p>Role of the RLA/AU: RLA Superintendent recommends to the SECA a plan for the sharing of regionalized service funds when LEAs are required to perform duties related to staff development, fiscal and accounting reports or other data gathering activities associated with required reporting activities. Participate in developing the management plan for staff development. Implement staff development.</p> <p>Role of the Administrator of the SELPA: On an annual basis input is collected from the Special Education Directors from member LEAs to determine the staff development needs that the SELPA is requested to provide. On an annual basis, the Community Advisory Committee will provide input on the parent and guardian education needs. The SELPA Administrator will provide needed training and supports as requested, or determined appropriate, for each LEA.</p> <p>Role of the individual LEAs: LEAs will determine their staff development and parent and guardian education, based on their local needs. They may seek technical assistance or input from the SELPA.</p>

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

Reference Number:	N/A
Document Title:	Local Plan
Document Location:	SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060; www.nscselpa.org
	<p>Direct Instructional support provided by the program specialist: N/A</p> <p>Role of the RLA/AU: Provide guidance, technical assistance and staff development as requested or determined appropriate.</p>

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Description:

Role of the Administrator of the SELPA: The SELPA Administrator will provide technical assistance and staff development as requested or determined appropriate.

Role of the individual LEAs: LEAs will determine their needs for curriculum development and alignment with the core curriculum, based on their local needs. LEAs conduct a needs assessment to inform staff development plans and calendar trainings.

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

Reference Number:

N/A

Document Title:

Local Plan

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscscselpa.org

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: See the "Memorandum of Understanding By and Between the North Santa Cruz County Special Education Local Plan Area and the Santa Cruz County Office of Education in addition to responsibilities stated below.

Role of the Administrator of the SELPA: The SELPA Administrator works collaboratively with the LEAs and RLA to review and evaluate the effectiveness of the local plan through monitoring activities, data collection and other activities deemed necessary by the Directors and/or Superintendents.

Description:

The Responsible Local Agency (RLA) is the Santa Cruz County Superintendent. The RLA and the Superintendents/Administrators of each LEA are responsible to their respective governing boards for the implementation of all elements of the local plan. LEA and COE Superintendents serve as a member of the SECA; Assist in the identification of special education program and service needs for the North Santa Cruz County SELPA through participation on the SECA; and Communicate SELPA information to their governing boards. LEA Special Education Administrators are responsible for the

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coordination of special education services and programs within their agencies and for the implementation of the local plan.
The governing board of each LEA shall approve its participation in the North Santa Cruz County Local Plan for Special Education.
The local governing board responsibilities include, but are not limited to:
Approval of the local plan;
Adoption of policies and procedures for special education programs and services within their districts;
LEA compliance with all elements of the local plan;
Input on SELPA policies and procedures through the superintendent of the LEA; and,
Appointment of individuals to the CAC.

Individual LEAs review and monitor Annual Performance Reports, the California School Dashboard, and other data sources to ensure students with disabilities receive a free and appropriate public education. Individual LEAs also engage in monitoring activities as required by the CDE. All LEAs are required to submit data and information in a timely manner to the SELPA.

7. Coordinated system of data collection and management:

Reference Number:

N/A

Document Title:

Local Plan

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Description:

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: See the Memorandum of Understanding by and Between the North Santa Cruz County Special Education Local Plan Area and the Santa Cruz County Office Of Education.

Role of the Administrator of the SELPA: The SELPA will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission of each member LEA as required by the California Department of Education. The SELPA will provide technical assistance and training to LEAs as requested and/or deemed necessary by the SELPA. The SELPA will maintain a contract for a Special Education data management information system on behalf of the LEAs. The SELPA is responsible for timely and complete submission of items to the Department of Education.

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Role of the individual LEAs: The LEAs are responsible for data entry, quality and integrity. The LEAs will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission as required by the California Department of Education (CDE). LEAs are responsible for timely and complete submission to the SELPA for review prior to submissions to the CDE.

8. Coordination of interagency agreements:

Reference Number: N/A

Document Title: Local Plan, Master Contracts, MOUs

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Description:

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: Provides technical support or assistance as needed and/or outlined in the Memorandum of Understanding by and between the North Santa Cruz County SELPA and Santa Cruz County Office of Education.

Role of the Administrator of the SELPA: The SELPA Administrator meets, serves on committees and collaborates with agencies to revise, create, review or develop interagency agreements. The SELPA Administrator will ensure that interagency agreements are in place as required by California Education Code, and provide technical assistance and dispute resolution as needed.

Role of the individual LEAs: Through their representative to the Superintendents' Council, the LEAs will approve and implement interagency agreements as appropriate.

9. Coordination of services to medical facilities:

Reference Number: N/A

Document Title: Local Plan

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Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscscselpa.org

Description:

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: The RLA/AU will assist in providing regionalized supports or services as needed.

Role of the Administrator of the SELPA: The SELPA will facilitate the coordination of these services by the designated LEAs.

Role of the individual LEAs: Individuals with exceptional needs who are placed in a public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes are the educational responsibility of the local educational agency in which the hospital or facility is located. The LEA will coordinate services and provide as necessary.

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

Reference Number:

N/A

Document Title:

Local Plan, AB 602 Allocation Plan

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscscselpa.org

Description:

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: The Santa Cruz County Office of Education serves as the district of residence for those students residing in LCIs within the SELPA's physical boundaries. Special education funds are used to support the education of students residing in an LCI: a. Students residing in an LCI within the SELPA are served in special education classes within the SELPA. Students may receive placement and services in a LEA-operated program, regional program, or NPS as determined by the student's Individual Education Program ("IEP"). Funding for these students' educational placements is paid by AB602 dollars prior to the distribution of funds to the districts.

Role of the Administrator of the SELPA: The SELPA will help facilitate the coordination of these services and funding. In addition, the SELPA office will take an active role in working with other agencies regarding the appropriate implementation of laws and regulations regarding notice

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for LCI students being placed within the SELPA.

Role of the individual LEAs: Special education services for students with disabilities residing in foster family homes or licensed children's institutions shall be the responsibility of the district in which the foster family home is located, unless based on education code there is another district of special education accountability which would be responsible. Students living in a foster family home are served by the LEA where the foster family home is located.

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

Reference Number: N/A

Document Title: Local Plan, MOU

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Description:

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: See the Memorandum of Understanding by and between the North Santa Cruz County Special Education Local Plan Area and the Santa Cruz County Office of Education.

Role of the Administrator of the SELPA: The SELPA Administrator will ensure timely transmission of required reports and provide technical assistance to LEAs in completing those reports.

Role of the individual LEAs: Individual LEAs will work collaboratively to compile necessary information and submit required data in order for the SELPA to submit timely reports.

12. Fiscal and logistical support of the CAC:

Reference Number: N/A

Document Title: Local Plan, CAC By-Laws, MOU with AU

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: Recruit a representative to the CAC.

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Description:

Role of the Administrator of the SELPA: The SELPA will provide fiscal and logistical support for CAC meetings, events, and trainings.

Role of the individual LEAs: LEAs are responsible for recruiting representatives to serve on the CAC. The LEA Board is responsible for approving the CAC representative. LEA Directors shall facilitate communication between their CAC representative and the LEA.

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

Reference Number:

N/A

Document Title:

Local Plan, SELPA Procedural Handbook (chapter 7)

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Description:

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: The SELPA will provide technical assistance as requested.

Role of the individual LEAs: Each member LEA is responsible for providing transportation for their students with disabilities as determined by their IEP teams.

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

Reference Number:

N/A

Document Title:

Local Plan, AB 602 Allocation Plan, SELPA Procedural Handbook (chapter 8)

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: Provides regionalized transition services and programs to students served in programs operated by the County Office of Education.

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Description:

Role of the Administrator of the SELPA: The SELPA Administrator will provide technical assistance and staff development as needed. The SELPA Administrator will ensure appropriate interagency agreements are in place and facilitate connections to agencies, as appropriate.

Role of the individual LEAs: Each LEA will provide and/or contract regionally for the appropriate career and vocational education and transition services as required under state and federal law.

15. Assurance of full educational opportunity:

Reference Number:

N/A

Document Title:

Local Plan

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Description:

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: The RLA assures pupils have full educational opportunity regardless of the district of special education accountability.

Role of the Administrator of the SELPA: The SELPA administrator shall coordinate with LEAs to provide local and regional programs that provide a full continuum of services to students residing within the SELPA. Through approval of the Annual Services Plan the SELPA will ensure that the full continuum of services is provided. The SELPA will assist with Inter-SELPA Transfers, as needed. Additionally, professional development and technical assistance is available upon request or as determined to be needed by the SELPA to LEAs and/or nonpublic schools.

Role of the individual LEAs: Each LEA is responsible for providing all necessary services to its students through a full continuum of services. Services are also provided through local and/or regionalized programs and providers.

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.

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Reference Number: N/A

Document Title: Local Plan, AB 602 Allocation Plan, Joint Powers Agreement, MOU between SELPA and AU

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Description:

Direct Instructional support provided by the program specialist: N/A

Role of the RLA/AU: All funds flow from the State directly to the North Santa Cruz County (NSCC) Special Education Local Plan Area (SELPA) Administrative Unit (AU), which is the Santa Cruz County Office of Education (SCCOE). The SELPA Administrative Unit (AU), in turn, allocates the funds to SELPA-member Local Education Agencies (LEAs or districts) according to the SELPA AB602 Allocation Plan. An income distribution model has been adopted by the SELPA and shall be reviewed and revised on a regular basis. The model distributes all funds pursuant to applicable state and federal regulations. Each LEA acknowledges the obligation to maintain the level of general fund contribution towards the provision of special education services at a level equal to or greater than that of the prior year (Maintenance of Effort), in compliance with state and federal mandates. The County Superintendent of the Santa Cruz County Office of Education shall be designated as the Superintendent of the Responsible Local Agency (RLA). The RLA Superintendent will serve as a member of the Special Education Coordinating Agency (SECA) and will have the responsibility for the coordination and implementation of the Local Plan in accordance with approved policies and procedures.

RLA Superintendent Responsibilities:

Serve as a member of the SECA;
Receive and maintain accountability for the use of Regionalized Service funds appropriated to the SELPA;

Establish appropriate record keeping procedures to be followed by each LEA for purposes of maintaining accurate fiscal and accounting records in accordance with state and federal requirements and submit required reports to the appropriate authorities;

Recommend to the SECA a plan for the sharing of regionalized service funds when LEAs are required to perform duties related to staff development, fiscal and accounting reports or other data gathering

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activities associated with required reporting activities.

Administrative Unit (AU): The SECA has designated the SCCOE as the AU for the SELPA. The AU is the SELPA's fiscal agent and is responsible for implementing the following functions according to an MOU between the AU and SELPA:

Receipt and distribution of special education funds for the operation of special education programs and services, pursuant to state and federal law;

Role of the Administrator of the SELPA: The SELPA Administrator will facilitate the distribution of funds in accordance to the funding allocation plan approved by the Superintendents' Council. The SELPA Administrator will also facilitate the Annual Budget Plan.

Role of the individual LEAs: Each LEA through their representative to the Superintendents' Council, determine and approve the allocation of funds to the member LEAs and the Annual Budget Plan. The LEAs will also submit required fiscal reports as required by state and federal laws.

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

Reference Number: N/A

Document Title: Local Plan

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Direct Instructional support provided by the program specialist: North Santa Cruz County SELPA does not employ a Program Specialist. However, a program specialist is a specialist who holds a valid special education credential, clinical services credential, health services credential, or a school psychologist authorization and has advanced training and related experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in preschool disabilities, career vocational development, or one or more areas of major disabling conditions.

(b) A program specialist may do all the following:

(1) Observe, consult with, and assist resource specialists, designated

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instruction and services instructors, and special class teachers.

(2) Plan programs, coordinate curricular resources, and evaluate effectiveness of programs for individuals with exceptional needs.

(3) Participate in each school's staff development, program development, and innovation of special methods and approaches.

(4) Provide coordination, consultation and program development primarily in one specialized area or areas of his or her expertise.

(5) Be responsible for assuring that pupils have full educational opportunity regardless of the district of residence.

Role of the RLA/AU: N/A

Role of the Administrator of the SELPA: N/A

Role of the individual LEAs: N/A

Special Education Local Plan Area Services

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

Reference Number:

N/A

Document Title:

Local Plan, MOU with SARC, SELPA Procedural Handbook (chapter 2)

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

The Early Start Program (ESP) is collaboration between the San Andreas Regional Center (SARC) and the Santa Cruz County Office of Education (SCCOE). The ESP, through SCCOE or private infant programs contracted by SARC, shall include services specifically designed to meet the unique needs of infants, from birth to three years of age, and their families. The primary purpose of an early education program is to enhance development of the infant in the context of their family. To meet this purpose, the program shall focus upon both the infant and their family, and may include home visits, group services, family involvement, and/or parent education activities. Services shall be provided in the natural (home, community) environment whenever possible. Early Start Programs shall include, as program options, home-based services and group services. Early Start is a year round

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Description:

program, continuous services to meet the needs of the child. IDEA Part C 20 USC 1432 SEC, 632. (4) Early Intervention Services. Education is payer of last resort for Solely Low Incidence (SLI) and is responsible for providing a year round program (Title 17 Regulations, Section Home-based and group CHAPTER 2 3 Revised 2017-2018 services will be provided through a transdisciplinary team consisting of the parent and a group of professionals from various disciplines. The frequency of home-based services shall be weekly, bi-weekly or monthly, depending on the needs of the infant and the family. Early education services may also be provided through both home visits and group settings with other infants. The frequency of group services shall not exceed three hours a day for up to, and including, three days a week, and shall be determined on the basis of the needs of the infant and the family. Parent involvement/ education activities are provided in conjunction with home based and group services. (EC 56424-56426.2)

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:

Reference Number:

N/A

Document Title:

Local Plan

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Description:

Members of the public, including parents or guardians of students with disabilities, may address questions or concerns by contacting their administrator directly.
Members of the public, including parents or guardians of students with disabilities, may address questions or concerns to the governing boards of each LEA, the SECA, and/or the CAC by contacting the governing body, individual administrator, clerk of the LEA Board and/or attending the SECA, CAC or LEA Board meeting and stating questions or concerns during the public comment session.

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:

Reference Number:

N/A

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Document Title: Local Plan

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscoselpa.org

Description:

In the event of a disagreement between LEAs, LEAs and the AU, LEAs and/or the AU and the SELPA regarding the distribution of funding, responsibility for service provision and any other governance activities specified in the Local Plan, it is the intent of the Governing Board that issues will be resolved at the lowest level possible with final appeal to SECA. If an LEA disagrees with a decision or practice of another agency or the SELPA, that LEA has a responsibility to discuss and attempt to resolve the disagreement with the party, or parties, directly involved. The parties involved will present their issues to their respective Superintendents, or designees, who will attempt to resolve the matter. Either party may request the assistance of the SELPA Administrator, or their designee, or the Chair of the SELPA Governing Board (SECA). If this process fails, the parties may pursue a hearing on the issues and resolution with the SECA.

If any party involved in the disagreement is a voting member on the SELPA Governing Board, they shall excuse themselves from the vote if voting is required as part of the resolution to the dispute. This is intended to resolve disagreement, but not intended to undermine local authority.

If either party disagrees with the recommendation of SECA, and the dispute relates to the distribution of funding, the responsibility of service provision or other governance activities specified within the Local Plan, the party may submit the dispute to mediation.

Any dispute unresolved in mediation, arising from a dispute that relates to the distribution of funding, the responsibility for service provision or other governance activities specified in the Local Plan shall be settled by arbitration.

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:

Reference Number: N/A

Document Title: Local Plan, SELPA Procedural Handbook (chapter 1)

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;

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Document Location: www.nscselpa.org

Description:

The Student Study Team (SST) is a regular education function. It is a process of reviewing individual student issues pertaining to educational performance and planning instructional interventions to be implemented in the regular classroom. Although specialists, such as school psychologists, speech/language pathologists, and resource specialists may be involved in the SST process, the SST is not a special education function and as such is not subject to the associated restrictions and timelines. A special education referral may be appropriate after interventions have been implemented. As a regular education function, the SST team also helps with mainstreaming strategies for those students who are already receiving special education and related services. A student suspected of having a disability under the provisions of Section 504 of the Rehabilitation Act of 1973, will be assessed by a process defined through local board policies and procedures. The referrals will be coordinated with school site procedures for referral of students with special needs that cannot be met with modifications of the regular instructional program, including referrals from student intervention teams, such as the Student Study Team. A child shall be referred for special education and related services only after the resources of the regular education program have been considered and, where appropriate, utilized. (EC 56303)

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:

Reference Number: N/A

Document Title: Local Plan, Master Contract, SELPA Procedural Handbook (chapter 11)

Document Location: SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
www.nscselpa.org

Each LEA that contracts with a nonpublic, nonsectarian school shall evaluate the placement of its student(s) in such schools on at least an annual basis and prior to placement. The LEA shall conduct at least one onsite monitoring visit each school year they have a student placed via a master contract. The monitoring visit shall include:

- A review of services provided through the ISA;
- A review of progress on goals;
- A review of progress on goals specific to a BIP;

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An observation of the pupil during instruction;
 A walkthrough of the facility.
 Submit the findings of the monitoring visit to the CDE within 60 days of the visit.
 The LEA representative shall review the master contract, the individual services agreement, and the IEP to ensure that all services agreed upon and specified in the IEP are provided. Nonpublic, nonsectarian schools are required by a master contract and the IEP to annually evaluate the student to determine if they are making appropriate educational progress.
 The LEA representative shall collaboratively review with the nonpublic, nonsectarian school the evaluations conducted by the nonpublic, nonsectarian school to ensure that they were appropriate and valid for measuring student progress. The LEA may choose to administer additional assessments as necessary, with parent consent where required, to determine whether the student is making adequate educational progress.

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*)

Reference Number:

N/A

Document Title:

Local Plan

Document Location:

SELPA Office, 400 Encinal Street, Santa Cruz, CA 95060;
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Our County Jail has a waiver to house students until they are 21 years of age. The Santa Cruz County Office of Education provides services

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