

DOWNEY-MONTEBELLO
SELPA

9625 Van Ruiten St., Bellflower, Ca 90706 • 562-461-
8702

Downey-Montebello

Special Education Local Plan Area

**LOCAL PLAN FOR
SPECIAL EDUCATION**

March 20, 2019

DOWNEY-MONTEBELLO SELPA
SELPA CODE: 1902

Serving the Downey and Montebello Unified School Districts

DOWNEY-MONTEBELLOLOCAL PLAN FOR SPECIAL EDUCATION
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**Downey-Montebello
Special Education Local Plan Area
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General Statement

The Downey-Montebello Special Education Local Plan Area (SELPA) is composed of two unified school districts with the Downey Unified School District serving as the Administrative Unit.

The member Local Education Agencies of the SELPA are:

Downey Unified School District
Dr. Patricia Sandoval, Director of Special Education
11627 Brookshire Ave.
Downey, CA 90241
(562) 469-6581

Montebello Unified School District
Alanna Santos, Director of Special Education
123 S. Montebello Blvd.
Montebello, CA 90640
(323) 887-7900 x.7922 or x. 2291

Participating Local Education Agencies

The Local Education Agencies participating in the Downey-Montebello SELPA are as follows:

Downey Unified School District
Montebello Unified School District

Downey-Montebello SELPA Local Plan Committee Participants

Ellen Gong-Guy	Interim SELPA Director	Downey-Montebello SELPA
Alanna Santos	Director of Special Education	Montebello USD
Rey Vargas	Program Specialist	Downey USD
Sara Rego-Gomez	Program Specialist/Spec. Ed. Teacher	Montebello USD
Vicky Sciacca	Sr. Program Specialist/Gen. Ed. Teacher	DM SELPA
Carol Magarino	Parent	Downey USD

GOVERNANCE AND ADMINISTRATIVE STRUCTURE

The Downey-Montebello Special Education Local Plan Area (SELPA) is a multi-district SELPA comprised of two participating Local Education Agencies (LEAs) joined together to provide for the coordinated delivery of programs and services to students with special needs who reside in the area. The Downey Unified School District is designated as the Administrative Unit (AU) as referred to in Education Code 56205(a) (12) (D) (ii), also known as the Responsible Local Agency (RLA) for the SELPA as referred in Education Code 56030.

Governance of the Downey-Montebello SELPA is composed of the Superintendents' Council (SC), the Administrator Council (AC), and the Special Education Community Advisory Committee (CAC).

The governance structure of the SELPA is established by agreement among the Superintendents of the member LEAs. The governing body of the Downey-Montebello SELPA is the Superintendent's Council. The SELPA Director may convene additional advisory committees as needed. The SELPA Director is responsible for coordination of the SELPA and implementation of the Local Plan. For the purpose of the Downey-Montebello SELPA Local Plan, the term AU/RLA will be used.

- **GOVERNANCE AND INDEMNIFICATION (Education Code 56205)**

Each LEA will defend and indemnify the AU/RLA against, and will hold the AU/RLA, its officers, agents, and employees harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivisions, or any other organization arising out of the operation or maintenance or other activities of the LEA or its agents, employees, or independent contractors under this agreement.

- **GOVERNANCE STRUCTURE AND ADMINISTRATIVE SUPPORT (Education Code 56140, 56195, 56195.1, 56195.3, 56195.5)**

The LEAs within the Downey-Montebello SELPA join together pursuant to Sections 56140 and 56195 of the California Education Code to adopt a Local Plan to assure access to special education and services for all eligible individuals with disabilities residing in the geographic area served by these agencies, hereafter known as the Downey-Montebello SELPA. In adopting the Local Plan, each participating agency agrees to carry out the duties and responsibilities assigned to it within the Local Plan. Participating agencies may enter into additional contractual arrangements to meet the requirements of applicable federal and state law. The function of the SELPA and participating LEAs is to provide a continuum of quality educational programs and services appropriate to the needs of each eligible student with a disability who reside within the Downey-Montebello SELPA.

1. **s**

- **SELPA DIRECTOR**

The fundamental role of the SELPA Director is to direct all SELPA staff, as well as provide leadership and facilitate the decision making process. The SELPA Director's role includes the provision of information, specific services identified by the Superintendents' Council, technical assistance, leadership and arbitration. It is the SELPA Director's responsibility to represent the interests of the SELPA as a whole without promoting any particular LEA interest over the interest of any other agencies. In the event there are differences of opinions and/or positions on issues, it is the SELPA Director's responsibility to mediate a reasonable resolution of the issue(s).

The AU/RLA shall be responsible for the selection, direction, monitoring, discipline, and annual evaluation of the SELPA Director. The AU/RLA shall be assisted in the hiring and selection process by the Superintendent's Council. It is understood that this includes responsibility for any allegations of violations arising under the federal and state equal employment law.

The SELPA Director is subject to the AU/RLA's policies and procedures for day-to-day operations, but receives direction from, and is responsible to, the Superintendents' Council. The SELPA Director is evaluated by all Superintendents from the Superintendents' Council.

The SELPA Director carries out the SELPA's obligation to assure equal access to all programs and services in the SELPA and provides advice to members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the Local Plan, on the availability of established due process and legal service options and procedures. In cooperation with the California Department of Education (CDE), the SELPA Director provides information to ensure that all special education pupils receive appropriate due process and procedural safeguards as provided by law.

Under the direction of the AU/RLA Superintendent, the SELPA Director's responsibilities include, but are not limited to:

1. Establish and maintain a positive relationship with all members of the SELPA; ensure all students have access to a full continuum of educational programs.
2. Coordinate implementation of all components of the Local Plan.
3. Prepare and submit approved Annual Budget and Annual Service Plans.
4. Oversee the recruitment, supervision, and evaluation of SELPA designated staff.
5. Gather input from LEA program and business staff to formulate policy and procedure recommendations for Superintendents' Council action related to the distribution of state and federal funds among the LEAs.
6. Meet with LEA program and business staff regarding special education program needs, policies, procedures, agreements, and forms; and the development and implementation of personnel development programs.
7. Provide LEA program staff 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, day-to-day operations, personnel development and procedural safeguards.
8. Develop and maintain interagency agreements with appropriate public agencies to ensure a full range of special education programs and services.
9. Ensure appropriate use of federal, state, and local funds allocated for special education.
10. Facilitate the development of program and fiscal reports required by the LEAs, SELPA, and CDE.
11. Oversee the CALPADS data system to comply with all Federal and State requirements

- through cooperative and collaborative efforts by member LEAs.
12. Provide technical assistance and consultation to LEAs and parents in all areas of special education, including complaint and due process procedures.
 13. Provide guidance and support to each LEA to ensure that appropriate student information and management systems are in place.
 14. Coordinate, schedule, and attend meetings of the Superintendents' Council, Administrative Council, Finance Committee, Community Advisory Committee, and other SELPA Committees, including but not limited to Greater Los Angeles Area SELPAs (GLAAS) and SELPA Administrators of California meetings
 15. Provide technical assistance to the LEAs with residential treatment centers, non-public schools, and non-public agencies, including distribution of the Master Contract.
 16. Supervise programs as directed by the Superintendents' Council.
 17. Inform the Superintendents of the status of the special education programs.
 18. Inform the Superintendents of significant special education updates from the local, state and federal level.
 19. Serve as Secretary to the Superintendents' Council.
 20. Conduct and facilitate annual private school meetings.

● **COMMUNITY ADVISORY COMMITTEE (CAC) (Education Code 56205(a)(12)(c))**

The Downey-Montebello SELPA CAC serves in an advisory capacity. CAC membership includes parents of individuals with exceptional needs enrolled in public or private schools, parents of other students enrolled in member LEAs, students with disabilities, adults with disabilities, general education teachers, special education teachers, other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs. 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 individuals with exceptional needs.

Selection of CAC members will be the responsibility of each special education administrator acting on behalf of his or her LEA Governing Board, and with their approval. The SELPA Director or designee serves as an ex-officio member of the CAC and acts as the liaison between the CAC and the Superintendents' Council.

Through the SELPA Director, the CAC's responsibilities include:

1. Provide input and recommendations to the Superintendents' Council and the Administrative Council regarding the development, amendment and review of the Local Plan, programs and services.
2. Recommend annual priorities to be addressed by the SELPA.
3. Assist in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
4. Encourage community involvement in the development of the Local Plan.
5. Support activities on behalf of individuals with exceptional needs.
6. Assist 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 CAC shall be held according to law. Member LEAs will post all announcements of CAC meetings and activities at each LEA's district office in accordance with the Brown Act

● **LOCAL EDUCATION AGENCY ADMINISTRATORS (Administrative Council)**

(Education Code 56205(a)(12)(D)(ii)(III))

LEA administrators of special education that constitutes the Administrative Council are responsible for the coordination of special education service and programs within their agencies and for the implementation of the Local Plan.

The Administrative Council acts as an advisory body to the SELPA Director and Superintendents Council. Its members consist of a special education administrator/designee from each participating LEA. When appropriate, representatives from facilities, business or other divisions may be in attendance for informational purposes. Administrative Council Meetings are held no less than eight times per year.

The purpose of the Administrative Council is to provide input to the SELPA Director regarding special education program and service needs, policies and procedures, agreements and forms, as well as the planning and implementation of personnel development programs. Meetings of the Administrative Council also provide participants with a venue for sharing ideas and best practices.

Responsibilities of the Administrative Council include but are not limited to:

1. Provide information and recommendations for the development, modification, and implementation of the Local Plan to the Superintendents' Council.
2. Develop and implement procedures for the identification, referral, assessment, IEP development, and placement of individuals with disabilities as established by the Local Plan.
3. Develop forms, procedures and recommendations for programs and services for review, modification, and approval by the Superintendents' Council.
4. Review, modify and recommend an annual budget for SELPA operations, including Regional Services and Program Specialist allocations for review, modification, and approval by the Superintendents' Council.
5. Recommend and monitor in-service/staff development programs, including parent education activities, for review, modification, and approval by the Superintendents' Council.
6. Provide recommendations for membership for the CAC; providing resources to the CAC. (Ed. Code § 56205 (a); Ed. Code § 560205) (c))
7. Develop the Annual Service Plan for approval by the Superintendents' Council.
8. Provide input on the SELPA allocation plan and the impact on the special education programs and services; monitoring appropriate use of federal, state and local funds allocated for special education;
9. Prepare programs and reports mandated by the LEAs, SELPA and CDE;
10. Advise the SELPA Director on issues of provision of special education programs and services throughout the SELPA;
11. Review the outcome of due process hearings and complaints, and if a pattern develops, make appropriate recommendations to the Superintendents' Council;
12. Provide leadership and support in order to implement the Local Plan;
13. Act as liaison with parents, community resources, other LEA, the SELPA Director and Superintendents' Council.
14. Develop, review, approve, and submit required reports by the Federal Government, and/or CDE;
15. Provide direction and leadership in the development, implementation, and evaluation of

quality programs and services for special needs students, including needed policy revisions;

16. Participate in the development of appropriate special education services, which will ensure services are provided when specified in student's IEP and students with disabilities will have access to educational opportunities as non-disabled students;
17. Coordinate and facilitate the day-to-day participation of LEA special education personnel and utilize other available resources to improve special education services in accordance with the provisions of the Local Plan and the decisions made by the Superintendents' Council.

A charter school that has been approved by the Superintendents' Council to operate as its own LEA for special education purposes shall be represented on the Administrative Council and Superintendents' Council in the same manner as all LEAs.

● **FINANCE COMMITTEE**

Each participating LEA appoints a person to the Finance Committee who is knowledgeable in the area of special education finance. Members of the Administrative Council are also invited to attend Finance Committee Meetings. The duties of the Finance Committee include, but are not limited to, the following:

1. Provide information and recommendations for the development, modification, and implementation of the SELPA Funding Allocation Plan to the Superintendents' Council.
2. Review and make recommendations to the Superintendents' Council regarding decisions that impact the finances of LEAs.
3. Provide input on the Annual Budget Plan for approval by the Superintendents' Council.

The Finance Committee may be requested by the Superintendents' Council to provide advice or assistance in other areas as needs are identified within the SELPA.

The Finance Committee shall have regularly scheduled meetings no less than three times per year. The Fiscal Analyst shall be appointed by the AU/RLA and serves as the chairperson of the committee and is responsible for providing timely written notice of the meeting and agenda, notes for the meeting and additional documentation as needed to provide for informed decision making.

A representative of a charter school that has been approved by the Superintendents' Council to operate as its own LEA for special education purposes may be appointed to participate on the Finance Committee in the same manner as all local education agency representatives.

● **REGIONALIZED SERVICES AND OPERATIONS** (Education Code 56836.23, 56386, 56195.7, 56205, 56206)

The SELPA Director shall serve on behalf of the member LEAs and implement the Local Plan including the following Regional Services and Operations such as, but not limited to:

1. Coordination of the SELPA and the administration of the Local Plan
2. Coordinated system of identification and assessment
3. Coordinated system of procedural safeguards
4. Coordinated system of staff development and parent education

5. Coordinated system of curriculum development and alignment with the core curriculum
6. Coordinated system of internal program review, evaluation of the effectiveness of the Local Plan and implementation of a Local Plan accountability mechanism
7. Coordinated system of data collection and management
8. Coordination of interagency agreements
9. Coordination of services to medical facilities
10. Coordination of services to licensed children's facilities and foster family homes
11. Preparation and transmission of required SELPA reports
12. Fiscal and logistical support of the CAC
13. Coordination of transportation services for students with disabilities
14. Coordination of career, vocational, and transition services
15. Assurance of full educational opportunity
16. Fiscal administration and the allocation of state and federal funds
17. Direct instructional support provided by program specialists
18. Direct programmatic support provided by behavior specialists/mental health specialists
19. Coordination of the distribution and assignment of specialized equipment and services
20. Coordination of services to individuals with exceptional needs in juvenile court schools or county community schools pursuant to EC 56150.

It shall be the policy of this SELPA and its LEAs that the Local Plan shall be adopted by the appropriate local board(s) (LEAs/county) and is the basis for the operation and administration of special education programs; and that the agencies herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the federal Individuals with Disabilities Education Act (IDEA) (20 U.S.C. Sec. 1400 et seq.), Section 504 of the Federal Rehabilitation Act of 1973 (Section 504) (29 U.S.C. Sec. 794), the Federal Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. Sec. 12101 et seq.), federal regulations relating to the IDEA, Section 504 and the ADA and the provisions of the California Education Code, Part . A list of LEA Assurances approved by the CDE is on file at the LEA offices and incorporated by this reference.

ROLES AND RESPONSIBILITIES OF PARTICIPATING ENTITIES

- **IMPLEMENTATION OF ADMINISTRATIVE FUNCTIONS** (Education Code 56195(b)(3)(c)(2), 56195.1, 56205(a)(12)(D)(ii), 56205(a)(12)(D)(ii)(IV))

Included in Exhibit D is a letter from the Los Angeles County Office of Education (LACOE) that clarifies LACOE is giving the AU/RLA role and responsibilities to a district as LACOE will no longer be a member of the Downey-Montebello SELPA.

Beginning the 2019-2020 school year, the Downey Unified School District is designated as the Administrative Unit (AU) also known as the Responsible Local Agency (RLA) for the Downey-Montebello SELPA. It shall be responsible for functions such as, but not limited to:

1. The AU/RLA Superintendent shall serve as a member of the Superintendents' Council.
2. Receipt and distribution of special education funds to district accounts for the operation of special education programs and services.
3. Receipt and distribution of federal and state special education funds per the SELPA allocation plan.
4. The employment of staff in accordance with direction from the Superintendents' Council for functions the SELPA is required to provide.
5. Establish a separate account for SELPA use. All SELPA revenues including earned interest shall be deposited in the SELPA fund as designated by the SELPA Director
6. The AU/RLA shall not access SELPA funds or accounts for transfer, payment, deduction, or any other activity without specific prior written authorization by the SELPA Director.
7. Employ classified personnel in support of SELPA certificated staff.
8. Establish appropriate record keeping procedures to be followed by each LEA for the purpose of maintaining accurate fiscal and accounting records in accordance with state and federal requirements, and submit required reports to the appropriate authorities.
9. Provide administrative and departmental support, including purchasing, human resources, information technology, operations and maintenance.
10. Identification and maintenance of appropriate office and working space for all SELPA staff

The Downey-Montebello SELPA office is designated as the entity responsible for the administration regulations.

- **LOCAL EDUCATION AGENCY** (Education Code 56195.1(b)(2), 56195.5, 56207)

In adopting the Local Plan, each participating LEA agrees to carry out the duties and

responsibilities assigned to each agency within the Local Plan, or which may be delegated at a later date through an agreement of the participating agencies. The LEAs will ensure equal access to programs and services to eligible persons requiring special education in the service region, including students attending charter schools where that LEA of the SELPA has granted that charter. The Local Plan was designed to be fair and equitable to all agencies to continue the commitment to provide high quality programs for students, including students attending charter schools where that local education agency of the SELPA has granted that charter.

In addition, each LEA shall cooperate to the maximum extent possible with other agencies to serve individuals with disabilities who cannot be served in the LEA of residence programs. Such cooperation ensures that a range of program options is available throughout the Downey-Montebello SELPA.

Any participating LEA may provide for the education of special education students in special education programs maintained by other districts or counties, and may include within the special education program students who reside in other districts or counties.

LEA responsibilities include, but are not limited to:

1. Coordinating and conducting child find activities.
2. Making available a Free Appropriate Public Education (FAPE) to all children residing in the LEA between the ages of birth through 21 inclusive, including students with disabilities who have been suspended or expelled from school.
3. Developing and providing programs and services for all eligible students residing in the district and for students attending private schools located in the district.
4. Identifying and serving students in medical, foster or Licensed Children's Institute (LCI) facilities;
5. Participating in state/district-wide assessments where applicable;
6. Operating all special education programs and services in accordance with state and federal laws and regulations;
7. Responding to compliance and due process complaints and implementing the decisions of compliance investigations or due process hearings;
8. Utilizing a management information system, that complies with the requirements of the CDE;
9. Disseminating and posting required information including training, CDE directives, and postings pursuant to the Brown Act.
10. Collecting and completing state and federal report requirements in a timely manner; including California Longitudinal Pupil Achievement Data System (CALPADS) reports, performance indicator reviews, comprehensive reviews, and other required reviews.

● **LEA BOARD MEMBERS (Education Code 56195.1, 56195.5)**

LEA Boards shall:

1. Exercise authority over, assume responsibility for, and be fiscally accountable for special education programs operated by the LEA.
2. By approving the Local Plan, enter into an Agreement for Participation with other LEAs participating in the plan, for purpose of delivery of regional services and programs.
3. Review and approve revisions of the Downey-Montebello SELPA Local Plan.
4. Participate in the governance of the Downey-Montebello SELPA through their

designated representative to the Superintendents' Council. The Governing Boards provide the designated Superintendents' Council member with the authority to act as the Board designee to approve and amend policies as necessary.

5. Adoption of policies and procedures for special education programs and services within their districts.
6. Appointment of members to the Downey-Montebello SELPA CAC
7. LEA compliance with all elements of the Local Plan.

- **LEA SUPERINTENDENTS OR DESIGNEE**

Superintendent, or Superintendent's Designee, of each LEA is responsible to their respective Governing Boards. Each Superintendent shall:

1. Serve as a member of the Superintendents' Council.
2. Assist in the identification of special education program and service needs for the SELPA through participation on the Superintendents' Council.
3. Communicate SELPA information to their Governing Boards.

- **LEA SPECIAL EDUCATION ADMINISTRATORS**

LEA special education administrators are responsible for the coordination of the special education services and programs within their agencies and for the implementation of the Local Plan within their LEAs.

- **SELPA STAFFING (Education Code 56205 (a) (12)(D)(ii))**

The Governing Boards of each of the participating LEAs agree to invest the Superintendents' Council with the responsibility of designating an appropriate agency as the AU/RLA for the administration of the Local Plan and its implementation. In Downey-Montebello SELPA, Downey Unified School District is the AU/RLA. The Boards assure that the Superintendents' Council shall identify the need for and designate positions necessary for the operation of the SELPA functions according to this policy.

In reviewing and approving the SELPA budgets on an annual basis, the Superintendents' Council designates the staffing for the SELPA office upon recommendation of the SELPA Director and the Administrative Council.

SELPA staff shall be employed by the AU/RLA and supervised by the SELPA Director according to the AU/RLA's policy and practices. The SELPA Director shall use a selection process that is in accordance with the law and personnel policies of the AU/RLA.

The supervision of Downey-Montebello SELPA staff will be determined by the SELPA Director.

- **FISCAL CONSULTANT**

The Fiscal Consultant is the primary fiscal advisor employed by the AU/RLA. The Fiscal Consultant is responsible for the development, implementation, and maintenance of fiscal operations and procedures as well as the analysis of fiscal data and the preparation of fiscal and budgetary reports in support of SELPA operations.

- **FISCAL CONSULTANT SERVICES**

Accounting services are provided in the areas of excess cost billings, audit procedures, and

other areas of special education finance.

- **MANAGEMENT INFORMATION SYSTEM (MIS)** –

The SELPA is responsible for effective collection and maintenance of data relevant to program, placement of children, and other data required by state and federal mandates.

- **COUNTY OFFICE OF EDUCATION (EC56140)**

The Downey-Montebello SELPA shall submit the Local Plan to the Superintendent of the Los Angeles County Office of Education for approval. If the County Superintendent does not approve the plan, the County office shall return the plan with comments and recommendations to the LEAs. The LEAs participating in the plan may appeal the decision to the Superintendent of Public Instruction (E.C. 56140(b) (2)).

- **OTHER SELPA COMMITTEES**

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

ADDITIONAL ELEMENTS OF THE LOCAL PLAN

- **METHOD OF DISTRIBUTION OF FEDERAL AND STATE FUNDS** (Education Code 56205(a) (12) (D)(ii), 56205 (b)(1) and 56195.7 (h))

All federal and state special education funds shall be allocated to the SELPA for distribution to LEAs according to an approved Special Education Funding Allocation Plan. The Superintendents' Council shall make any changes to the allocation of federal and state special education funds. The SELPA Director is responsible to ensure that the funds are distributed in accordance with the Funding Allocation Plan.

- **RESPONSIBILITIES FOR DISTRIBUTION OF FEDERAL AND STATE FUNDS** (Education Code 56195, 56195.1 (b) (3))

The Governing Boards of the LEAs participating in the SELPA have agreed that students with disabilities will be provided with appropriate special education services. The Superintendents' Council has been designated the authority to determine the distribution of all federal and state special education funds in order for LEAs to carry out their responsibilities. The SELPA shall be responsible for the distribution of the funds according to an approved Special Education Funding Allocation Plan. The SELPA Director is responsible to ensure that the funds are distributed in accordance with the Funding Allocation Plan. The Funding Allocation Plan is incorporated in this Local Plan by reference.

- **MONITORING THE USE OF SPECIAL EDUCATION FUNDS** (Education Code 56205(a)(12)(ii)(IV))

It is the intent of the SELPA that the needs of students with disabilities as identified in the IEP shall be met. Funds allocated for special education programs shall be used for services provided to students with disabilities. Federal funds under Part B and Part C of IDEA may be used for the following activities:

1. For the costs of special education and related services and supplementary aids and services
2. Services provided in a general education class or other education-related setting to a child with a disability in accordance with the IEP for the child, even if one or more nondisabled children benefit from these services.
3. To develop and implement a fully integrated and coordinated services system.

The SELPA Director, with the assistance of the Fiscal Consultant, and the AU/RLA shall be responsible to monitor on an annual basis the appropriate use of all funds allocated for special education programs. The Superintendents' Council through the Annual Budget Plan process shall make the final determination and take action regarding the appropriate use of special education funds.

- **MAINTENANCE OF EFFORT/ SUPPLEMENTATION OF FEDERAL AND STATE FUNDS**

The SELPA member LEAs acknowledge the obligation to maintain the level of general fund contribution toward the provision of special education services at a level equal to or greater than that of the prior year (a.k.a. Maintenance of Effort or MOE), in compliance with state and federal mandates. Funds received under Part B of the IDEA shall not be used, except in specified situations, to reduce the level of expenditures for the education of children with disabilities, on an aggregate or per capita basis, made by an LEA from state and local funds below the level of those expenditures for the preceding fiscal year made from the same sources.

The SELPA shall comply with MOE regulations requiring that federal funds be used only to pay the excess costs of providing special education and related services to children with disabilities and to supplement and not supplant state and local funds for special education. (Title 34 Code of Federal Regulations sections 300.203-300.205).

The AU/RLA, as the grantee of federal funds from the State Department of Education, shall distribute all or part of the federal funds received to participating LEAs within the SELPA through a sub-granting process and shall annually conduct and report to the State Department of Education the required MOE information. The LEAs within the SELPA shall annually compile and submit to the SELPA budget and expenditure information including Special Education Maintenance of Effort Actual (SEMA) and Special Education Maintenance of Effort Budget (SEMB) comparisons as adopted and defined by the CDE. The two comparison tests are as follows:

- First Comparison – Grant Year Budget versus Prior Actual Expenditures
- Second Comparison – Prior Year Actuals versus Second Prior Year Actuals

For the purpose of MOE, the SELPA AU/RLA is the recipient of the federal funds from CDE and is, in turn, a grantor of all, or part, of those funds as sub-grants to participating LEAs.

- **ANNUAL BUDGET PLAN (EC.56205(b)(1))**

The SELPA shall adopt an Annual Budget Plan at a public hearing scheduled at a Superintendents' Council meeting in compliance with all legal mandates. Each member LEA will post the written notice for the public hearing at each school site located within the Local Plan area at least 15 days prior to the hearing. This posting will allow access for the staff, parents and general public. Upon approval by the Superintendents' Council, this document will be submitted to the CDE.

The Annual Budget Plan shall identify expected income and expenditures as required by state and federal laws, including describing the distribution of funds for the purpose of providing for the Downey-Montebello SELPA administrative costs, special education services to students with severe and non-severe disabilities, low incidence disabilities, supplemental aids and services for students with disabilities in general education classrooms and environments, regionalized operations and services, the use of property taxes and the provision of services to all students with disabilities residing within the Local Plan area between the ages of birth through 21 years.

- **USE OF PROPERTY TAX**

LACOE will continue to allocate property taxes to the SELPA. Property taxes are then allocated to LEAs based on ADA.

- **DEVELOPMENT OF THE ANNUAL SERVICE PLAN (Education Code 56205(b)(2))**

The SELPA shall adopt an Annual Service Plan at a public hearing scheduled at a Superintendents' Council meeting in compliance with all legal mandates. Each member LEA will post the written notice for the public hearing at each school site located within the Local Plan area at least 15 days prior to the hearing. The Annual Service Plan may be revised during any fiscal year according to the SELPA policy-making process and consistent with law.

The Annual Service Plan shall include a description of services to be provided by each LEA and/or service providers, including the nature of the services and the physical location at which the services will be provided, including alternative schools, charter schools, opportunity schools and classes, community day schools operated by districts, and juvenile court schools, regardless of whether the district is participating in the Local Plan. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their IEPs.

- **PREPARATION OF PROGRAM AND FISCAL REPORTS (Education Code 56205(a)(12)(D)(ii)(V))**

The SELPA Director, with the assistance of the Fiscal Consultant, Administrative Council, and AU/RLA, shall be responsible to prepare all program and fiscal reports required of the SELPA by the state.

- **REQUEST FOR SELPA MEMBERSHIP –CHARTER SCHOOL POLICY**
Charter School as a LEA within the SELPA

- a. **Charter School as an LEA Within the SELPA**

A charter school may apply to become an LEA for the provision of special education services. Consistent with notification requirements by districts of their intent to operate programs, application must be made to the Downey-Montebello SELPA by February 1 of the school year preceding the school year in which the charter school anticipates operating as an LEA within the Downey-Montebello SELPA. The Superintendents Council will make the final determination whether the charter school has met all requirements of an LEA. These requirements include:

- Be located within the geographical boundaries of the Downey-Montebello Special Education Local Plan Area.
- Provide a current operating budget in order to assure fiscal responsibility in accordance with Education Code 42130 and 42131.
- Provide assurances that students and staff will be instructed in a safe environment.
- Provide a copy of the original charter petition and any amendments.

- Be responsible for any legal fees as it relates to the application and assurances process in becoming an LEA.
- Meet the terms of the Agreement Regarding the Organization, Implementation, Administration and Operation of the Downey-Montebello Special Education Local Plan Area.
- Meet the terms of all policies and procedures included in the Downey-Montebello SELPA Local Plan.

Once deemed an LEA, the charter school will be responsible for and entitled to the following:

- a. Participate in governance of the Downey-Montebello SELPA in the same manner as other districts within the Downey-Montebello SELPA.
- b. Receive state and federal funding for special education in the same manner as other districts within the Downey-Montebello SELPA.
- c. Be responsible for all costs and liabilities incurred in the provision of special education services for students enrolled in the charter school. These costs may include, but are not limited to, instruction, transportation, nonpublic school/agency placements, inter/intra SELPA placements, due process proceedings, complaints and attorney fees.

Administrative Guidelines

1. Consistent with district placement requirements and only with agreement between the district of residence and the charter school, can a charter school IEP team place a student in a special education program provided by another educational entity. Final placement must also be agreed to via parental consent. If a charter school IEP team places a student in a special education program provided by another educational entity, i.e., a county office or another district, the charter school will be responsible for any excess costs attributable to the placement on the same terms as applied to districts in any school year.
2. Charter schools that are deemed a LEA will be allocated special education funds in the same manner as other districts within the SELPA. Charter schools that are deemed an LEA will be included in the Downey-Montebello SELPA governance structure.
3. Consistent with district requirements, neither charter schools operating as LEAs or districts sponsoring charter schools can commit resources of the Downey-Montebello SELPA beyond those resources available through the approved Downey-Montebello SELPA Fiscal Allocation Plan.
4. Consistent with district requirements, agreements with charter schools operating as an LEA and agreements with charter schools that are public schools within a district should include the following statements and/or intentions:

- a. The charter school will implement a Student Study Team process, a regular education function, to monitor and guide referrals for Section 504 and special education services.
 - b. That any student attending the charter school who is identified as potentially in need of Section 504 services shall be the responsibility of the charter school.
 - c. Describes the process for notifying the district of residence and the chartering district whenever a special education student enrolls, becomes eligible, ineligible and/or leaves the charter school.
 - d. Describes the process of transition to or from a district when a student with a current IEP enrolls in or transfers from the charter school.
5. The terms of this policy are severable. In the event that any of the provisions are determined to be unenforceable or invalid for any reason, the remainder of the policy shall remain in effect, unless mutually agreed otherwise by the members of the Downey-Montebello SELPA Superintendents' Council. The Downey-Montebello SELPA Superintendents' Council members agree to meet to discuss and resolve any issues or differences relating to invalidated provisions in a timely and proactive fashion.

Approval for membership into the SELPA *shall be by any unanimous vote* of the voting members of the Superintendents' Council. Such membership requires the applicant to agree to the provisions of the current SELPA local plan, including policies agreements, and the fiscal allocation plan approved by the SELPA governance structure. Such adoptions of the current Local Plan shall not require reauthorization of the Local Plan by all members. Such membership shall be indicated via the addition of the new member's name of the Local Plan and any agreement without new approvals by other members. In addition, the member must adopt local policies and administrative regulations or procedures sufficient to support the Local Plan and in compliance with state or federal review. Failure to comply with the criteria listed above will result in the withholding of any funding allocations or portions of allocation until compliance of those items is completed.

Procedure for Conflict Resolution

Issues concerning governance and administration will be reviewed by the Administrative Council and referred to the Superintendents' Council for resolution.

• READING LITERACY

Each LEA shall ensure that all eligible students with disabilities will participate in the state adopted reading initiatives in order to improve the student's educational results. Special education instructional personnel will participate in staff development in-service opportunities in the area of literacy that includes:

1. Information about current literacy and learning research.
2. State adopted standards and frameworks.
3. Increased participation of students with disabilities in statewide student assessments.
4. Research-based instructional strategies for teaching reading to a wide range of diverse learners in order to increase the percentage of children with disabilities who are literate.

- **ACCESS TO CORE CURRICULUM**

Each LEA shall ensure that student with disabilities will have access to:

1. All required core curriculum including state adopted core curriculum and supplementary materials.
2. Instructional materials and support.

- **COORDINATION WITH OTHER AGENCIES**

Interagency agreements and/or memorandums of understanding necessary to support the implementation of the Local Plan, and as required by legal mandates, have been developed with the East Los Angeles Regional Center and South Central Los Angeles Regional Center. Other interagency agreements and/or memorandums of understanding will be developed as needed. Copies of these documents can be requested through the SELPA office.

- **POLICIES, PROCEDURES, AND LOCAL AGREEMENTS**

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.

- **LOW INCIDENCE/SPECIALIZED EQUIPMENT AND SERVICES**

The Downey-Montebello SELPA serves all pupils, ages birth to 21, inclusive, which are identified as individual with exceptional needs, including those identified as having “low incidence” disabilities. It is the policy of the SELPA to follow all related federal and state laws related to low incidence disabilities. It is the policy of the SELPA to ensure that access to the least restrictive environment is assured for all pupils, including those with low incidence disabilities.

Low Incidence funds may be used for all pupils with low incidence disabilities as defined in law (hearing impairments, visual impairments, severe orthopedic impairments or any combination thereof) where an IEP team has determined the pupil meets eligibility requirements for a low incidence disability. Specialized equipment and/or services must be recommended in the student’s IEP.

The SELPA Funding Allocation Plan outlines the distribution of the Low Incidence funds.

- **SELECTION OF REPRESENTATIVES FOR DEVELOPMENT OF THE LOCAL PLAN (Education Code 56195.3)**

The Local Plan is developed and updated cooperatively by a SELPA Local Plan committee of representatives of special and general education teachers, administrators, representatives of charter schools selected by the groups they represent and with participation by the chair of the CAC on the Local Plan Review Committee to ensure adequate and effective participation and communication. Teacher participants shall be selected by their peers. General education and special education administrators shall be selected by the representative superintendents. Directors of charter schools shall be requested to select a representative to serve on the Local Plan Review Committee. The SELPA Director or designee will serve as a committee chairperson.

- **AMENDMENTS/REVISIONS TO THE LOCAL PLAN**

The SELPA Director shall be responsible for coordinating the development of any proposed

amendments or revisions to the Local Plan.

Amendments to the permanent portion of the Local Plan may be considered at any time. Local Plan options will be considered based on size and scope. The Superintendents' Council may adopt changes to the Local Plan on an interim basis, not to exceed one school year. 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 County Office of Education and the CDE for submission to the State Board of Education.

The Local Plan will be reviewed and updated cooperatively by a committee of representatives of special and regular teachers and administrators selected by the group they represent and with input from the CAC.

Should the SELPA elect an alternative option with regards to the Local Plan, California Education Code Sections 56195.1 and 56195.3 shall be followed.

- **PUBLIC ADDRESSING THE GOVERNING BODY**

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 Superintendents' Council, the LEA Special Education Director, the SELPA Director, and/or the CAC.

- **PUBLIC PARTICIPATION (Education Code 56205(b)(5))**

Members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the Local Plan are informed of and invited to a public input meeting to discuss the plan. Notification of the public input meeting date is posted in member school districts for two weeks prior to the meeting date. The Local Plan is also presented as a discussion item at appropriate governance meetings. Members of the public, including parents or guardians of students with disabilities, may address, through standardized procedures, questions or concerns to the Governing Boards of the LEAs, the Superintendents' Council, Administrative Council, and any subcommittees of these governance groups.

- **WITHDRAWAL FROM SELPA (EDUCATION CODE 56195.3(b))**

Any member LEA, including a LEA charter school, that wishes to withdraw from membership in the Downey-Montebello SELPA, may submit a written request to the Superintendents' Council and the California Department of Education of its intent to withdrawal from the SELPA at least one year and one day prior to the proposed date of the effective implementation to the alternative plan. Once the request is received, the Superintendents' Council will determine whether the withdrawal constitutes a program transfer and the effect on size and scope of the withdrawing LEA and remaining members. Any LEA initiating a proposal to withdraw from the SELPA shall bear the total cost of consultants retained by the LEA or SELPA to provide a thorough analysis of legal or fiscal implications caused by such proposed action. In addition, any due process costs associated with a withdrawal from SELPA shall be born entirely by the LEA initiating the change.

Withdrawal from membership shall not entitle such withdrawing member LEA to any partition of property then held by Downey-Montebello SELPA, or any return of contribution toward the acquisition of property. The Superintendents' Council may, at its discretion, determine the reasonable value and reimburse the withdrawing member LEA for such member's proportionate interest in such property or equipment. In the event a member LEA withdraws from Downey-

Montebello SELPA and desires to keep, maintain and operate any equipment or structure owned by Downey-Montebello SELPA, the Superintendents' Council in its discretion, may determine the reasonable value of such equipment or structure and affix the amount of reimbursement to be paid by the withdrawing member, subject to such offset or adjustment to be credited for the member's share of the original acquisition cost of such equipment or structure as the Superintendents' Council shall determine to be fair and reasonable.

- **PROGRAM TRANSFERS WITHIN THE SELPA (Education Code 56207)**

Any LEA initiating a transfer of educational programs and services already in operation within the SELPA shall follow appropriate Education Codes. In the event a LEA desires to initiate program or services transfers, a transfer planning committee made up of all SELPA governance members shall address, at a minimum, all of the following: pupil needs, the availability of the full continuum of services to affected pupils, the functional continuation of the current IEPs of all affected pupils, the provision of service in the least restrictive environment from which affected pupils can benefit, the maintenance of appropriate support services, the assurance that there will be compliance with federal and state laws and regulations as well as SELPA policies, and the means through which parents and staff were represented in the planning process.

The day on which the transfer of programs will take effect may be no earlier than the first day of the second fiscal year beginning after the date on which the sending or receiving agency has informed the other agency and the Superintendents' Council, unless the Superintendents' Council unanimously approves the transfer take effect on the first day of the first year following the date of receipt of notification.

The approved SELPA guidelines for program transfer will be followed by SELPA staff as well as all affected agencies. Alternate dispute resolution pursuant to Education Code 56205 (d) will be utilized if either sending or receiving agency disagrees with the proposed transfer. All costs associated with due process actions will be paid by the agency initiating the program or service transfer.

- **DISPUTE RESOLUTION**

In the event of a disagreement between LEAs, LEAs and the AU/RLA, LEAs and/or the AU/RLA and the SELPA regarding the distribution of funds, responsibility for service provision and any other governance activities specified in the Local Plan, the dispute resolution process included in the SELPA Policies shall be followed. This procedure is intended to resolve disagreements in a mutually satisfactory manner and at the lowest level possible in the governance structure outlined in the Local Plan without undermining LEA authority.

Exhibit A

LEA Assurances

(Please copy on SELPA/District letterhead)

**Special Education Local Plan Area
Local Educational Agency Assurances**

1. Free appropriate public education (20 United States Code [U.S.C.] § 1412 [a][1])

It shall be the policy of this local educational agency (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.

2. Full educational opportunity (20 U.S.C. § 1412 [a][2])

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.

3. Child find (20 U.S.C. § 1412 [a][3])

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, and 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.

4. Individualized education program (IEP) and individualized family service plan (IFSP) (20 U.S.C. § 1412 [a][4])

It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 U.S.C. § 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 U.S.C. § 1414 (d). It shall be the policy of this LEA that a review of an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions.

5. Least restrictive environment (20 U.S.C. § 1412 [a][5])

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.

6. Procedural safeguards (20 U.S.C. § 1412 [a][6])

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.

7. Evaluation (20 U.S.C. § 1412 [a][7])

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.

8. Confidentiality (20 U.S.C. § 1412 [a][8])

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.

9. Part C to part B transition (20 U.S.C. § 1412 [a][9])

It shall be the policy of this LEA that children participating in early intervention programs (Individuals with Disabilities Education Act [IDEA], Part C), and who will participate in preschool programs, experience a smooth and effective transition to those preschool programs in a manner consistent with 20 U.S.C. § 1437 (a)(9). The transition process shall begin prior to the child's third birthday.

10. Private schools (20 U.S.C. § 1412 [a][10])

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.

11. Local compliance assurances (20 U.S.C. § 1412 [a][11])

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 *Education Code*, Part 30.

12. Interagency (20 U.S.C. § 1412 [a][12])

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.

13. Governance (20 U.S.C. § 1412 [a][13])

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 Educational Agency.

14. Personnel qualifications (20 U.S.C. § 1412 [a][14])

It shall be the policy of this LEA to ensure that personnel providing special education related services meet the highly qualified requirements as defined under federal law, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications.

15. Performance goals and indicators (20 U.S.C. § 1412 [a][15])

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.

16. Participation in assessments (20 U.S.C. § 1412 [a][16])

It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs. The IEP team determines how a

student will access assessments with or without accommodations, or access alternate assessments, consistent with state standards governing such determinations.

17. Supplementation of state, local, and federal funds (20 U.S.C. § 1412 [a][17])

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.

18. Maintenance of effort (20 U.S.C. § 1412 [a][18])

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.

19. Public participation (20 U.S.C. § 1412 [a][19])

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.

20. Rule of construction (20 U.S.C. § 1412 [a][20])

(Federal requirement for state educational agency only)

21. State advisory panel (20 U.S.C. § 1412 [a][21])

(Federal requirement for state educational agency only)

22. Suspension and expulsion (20 U.S.C. § 1412 [a][22])

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.

23. Access to instructional materials (20 U.S.C. § 1412 [a][23])

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.

24. Overidentification and disproportionality (20 U.S.C. § 1412 [a][24])

It shall be the policy of this LEA to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities.

25. Prohibition on mandatory medicine (20 U.S.C. § 1412 [a][25])

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.

26. Distribution of funds (20 U.S.C. § 1411 [e] and [f][1–3])

(Federal requirement for state educational agency only)

27. Data (20 U.S.C. § 1418 [a–d])

It shall be the policy of this LEA to provide data or information to the CDE that may be required by regulations.

28. Charter schools (California *Education Code* 56207.5 [a–c])

It shall be the policy of this LEA that a request by a charter school to participate as an LEA in a special education local plan area (SELPA) may not be treated differently from a similar request made by a school district. California Department of Education Special Education Division

(Please copy on SELPA/District letterhead)

In accordance with federal and state laws and regulations, the (**insert SELPA/District name**) certifies that this plan has been 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 herein represented will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the Individuals with Disabilities Education Act, 20 *U.S.C.* 1400 et seq., and implementing regulations under 34 *Code of Federal Regulations*, Parts 300 and 303, 29 *U.S.C.* 794, 705 (20), 794- 794b, the Federal Rehabilitation Act of 1973, as amended, and the provisions of the *California Education Code*, Part 30 and Chapter 3, Division 1 of Title V of the *California Code of Regulations*.

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Adopted this _____ day of _____, 20_____.

Yeas: _____ Nays: _____

Signed: _____, Superintendent
(Use appropriate titles)

Exhibit B

Certifications

Certification of Participation, Compatibility, and Compliance Assurances



1. Designate the Special Education Local Plan Area (SELPA) Option:		
<input type="checkbox"/> Single District	<input type="checkbox"/> Multiple District	<input type="checkbox"/> District/County
SELPA Code	SELPA Name	Application Date
SELPA Address	SELPA City	SELPA Zip Code
SELPA Director Name (Print)	Director Telephone Number ()	Director E-mail

2. Certification of Assurances by the Designated Administrative and Fiscal Agency for this Program (Responsible Local Agency/Administrative Unit [RLA/AU])		
Designated RLA/AU Name		
RLA/AU Address	RLA/AU City	RLA/AU Zip Code
Name of RLA/AU Superintendent	Superintendent Phone Number ()	Superintendent E-mail
Date of Governing Board Approval		
<p style="font-size: small; margin: 0;">I certify that this plan has been 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, regulations, and state policies and procedures, including compliance with the Individuals with Disabilities Education Act, 20 <i>United States Code (U.S.C.)</i> 1400 et seq, and implementing regulations under 34 <i>Code of Federal Regulations</i> Parts 300 and 303, 29 <i>U.S.C.</i> 705 (20) and 794–794b, the Federal Rehabilitation Act of 1973 as amended, the provisions of the <i>California Education Code (EC)</i> Part 30, and Chapter 3 Division 1 of Title V of the <i>California Code of Regulations</i>.</p>		
Signature of RLA/AU Superintendent		Date

3. Certification of Compatibility by the County Superintendent of Schools		
Name of County Office of Education (COE)		
COE Address	COE City	COE Zip Code
Name of COE Superintendent	Superintendent Phone Number ()	Superintendent E-mail
<p style="font-size: small; margin: 0;">Pursuant to <i>EC</i> Section 56140, I certify that this plan ensures that all individuals with exceptional needs residing within the county, including those enrolled in alternative education programs, including but not limited to, alternative schools, charter schools, opportunity schools and classes, community day schools operated by school districts, community schools operated by the county office of education, and juvenile court schools, will have access to appropriate special education programs and related services.</p>		
Signature of County Superintendent or Authorized Representative		Date

4. Certification of the Community Advisory Committee
(Complete Form SED-LP-2)

For Department of Education Use Only		
Recommended for Approval by the Superintendent of Public Instruction:		
Date:	By:	Approval Date:

**Certification of Participation, Compatibility,
 and Compliance Assurances**

Community Advisory Committee Certification		
CAC Compliance Verification	Yes	No
The Community Advisory Committee (CAC) has advised the policy and administrative agency during the development of the Local Plan pursuant to California <i>Education Code (EC)</i> Section 56194.		
To ensure adequate and effective participation and communication pursuant to <i>EC</i> 56195.9, parent members of the CAC, or parents selected by the CAC, participated in the development and update of the Local Plan for special education.		
The plan has been reviewed by the CAC, and the committee had at least 30 days to conduct this review, prior to submission of the Local Plan to the Superintendent pursuant to <i>EC</i> 56205(b)(6).		
The CAC has reviewed any revisions made to the Local Plan as a result of recommendations or requirements from the California Department of Education.		
Certifying Signature		
Name of Chairperson (print)	Phone ()	
Signature of CAC Chairperson	Date	

If you checked [] “No” for any of the above certifications, you may submit specific information, in writing, as to why you did not certify that the special education local plan area (SELPA) met the requirement. (Attach a separate sheet, if necessary.) The Department will take this into consideration in its review of this Local Plan application.

Exhibit C

Interagency Agreements, Contracts, MOUs

COPIES OF THE CURRENT INTERAGENCY AGREEMENTS ARE
LOCATED IN THE SELPA OFFICE AND LEA OFFICES