In order to provide a clear focus for Santa Clara County Office of Education programs, activities and operations, the Santa Clara County Board of Education shall adopt a long-range vision that sets direction for the County Board which is focused on student learning and describes what the County Board wants the organization to achieve. This vision may be incorporated in various documents, including the SCCOE mission or purpose statement, philosophy, long-term goals, short-term objectives, and/or comprehensive plans.

The Santa Clara County Superintendent of Schools or designee shall recommend an appropriate process for establishing and/or reviewing the SCCOE vision statement which is inclusive of parents/guardians, students, staff and community members.

The Board shall review the County Board vision statements at least every three years or whenever a new County Board member or County Superintendent joins the County Board. Following these reviews the County Board may revise or reaffirm the direction it has established for the County Board.

The County Superintendent or designee shall communicate the SCCOE vision to staff, parents/guardians and the community and shall regularly report to the County Board regarding County Board progress toward the vision.

Legal Reference:
EDUCATION CODE
1040 - 1047 Duties and powers of boards
1080 - 1082 Duties that may be transferred
1240 -1278 Duties of county superintendents
51004 Education goals
51019 Definition: Philosophy
51020 Definition: Goal
51021 Definition: Objective
51053 Course of study prescribed by city or county board; development of courses

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Leadership: Vision, 1996
WEB SITES
CSBA: http://www.csba.org

Policy adopted: June 3, 2009
SANTA CLARA COUNTY OFFICE OF EDUCATION
San Jose, California
PHILOSOPHY

As part of its responsibility to establish a guiding vision for the Santa Clara County Office of Education, the Santa Clara County Board of Education shall develop and regularly review a set of fundamental principles which describes the SCCOE beliefs, values or tenets. The County Board and SCCOE staff shall incorporate this philosophy in all County Board programs and activities.

(cf. 0000 - Vision)
(cf. 0200 - Goals for SCCOE)
(cf. 9000 - Role of the Board)

It is the philosophy of the County Board:

1. All students can learn and succeed.
2. Every student in the Santa Clara County Office of Education, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve to his/her fullest potential.
3. The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
4. A safe, nurturing environment is necessary for work and learning.
5. Parents/guardians have a right and an obligation to participate in their child's schooling.
6. The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
7. Exceptional leadership and exemplary services should be provided to all those we serve.
8. Early identification of student learning and behavioral difficulties contribute to student success.
9. Students and staff respond positively to high expectations and receive recognition for their accomplishments.
10. Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
11. The diversity of the student population and staff enriches the learning experience for all students.
PHILOSOPHY  (continued)

12. A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.

13. A high level of communication, trust, respect and teamwork among County Board members and the Santa Clara County Superintendent of Schools contributes to effective decision making.

14. The community provides an essential resource to the educational program.

15. Effective communication with all stakeholders helps build support for the schools.

16. Accountability for SCCOE programs and operations is shared by the entire SCCOE educational community, with the ultimate accountability resting with the County Board and the County Superintendent.

Legal Reference:
EDUCATION CODE
1040  1047  Duties and powers of boards
1080  1082  Duties that may be transferred
1240  1278  Duties of county superintendents
51002  Local development of programs based on stated philosophy and goals
51019  Definition of philosophy

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Leadership: Vision, 1996
Santa Clara County Office of Education
Board Policy
Goals For The SCCOE

BP 0200
Philosophy, Goals, Objectives and Comprehensive Plans

As part of the Santa Clara County Board of Education (County Board) responsibility to set direction for the Santa Clara County Office of Education (SCCOE), the County Board shall adopt long-term goals focused on the achievement, continuous improvement and fulfilling the diverse roles the SCCOE serves. The County Board's goals shall be aligned with the SCCOE's vision, mission, philosophy, and priorities and shall be limited in number so as to be reasonably achievable within established timelines.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 9000 - Role of the Board)

In developing goals and identifying strategies to achieve those goals, the County Superintendent or Superintendent’s designee shall solicit input and review from key stakeholders. The County Superintendent or Superintendent’s designee shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that SCCOE goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the County Board. These goals shall be incorporated into the SCCOE’s local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497.5)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 6159 - Individualized Education Program)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)
Each year the SCCOE's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

In addition to the goals identified in the LCAP, and consistent with those goals, the SCCOE and each school site may establish goals for inclusion in another SCCOE or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of SCCOE operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0440 - District Technology Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

Legal Reference:
EDUCATION CODE
17002 State School Building Lease-Purchase Law, including definition of good repair
42238.01-42238.07 Local control funding formula
44258.9 County superintendent review of teacher assignment
51002 Local development of programs based on stated philosophy and goals
51020 Definition of goal
51021 Definition of objective
51041 Evaluation of the educational program
51210 Course of study for grades 1-6
51220 Course of study for grades 7-12
52050-52059 Public Schools Accountability Act
52052 Academic Performance Index; numerically significant student subgroups
52060-52077 Local control and accountability plan
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
64000-64001 Consolidated application process
CODE OF REGULATIONS, TITLE 5
15497 Local control and accountability plan template
UNITED STATES CODE, TITLE 20
6311 Accountability, adequate yearly progress
6312 Local educational agency plan
Management Resources:
CSBA PUBLICATIONS
State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013
WEB SITES
CSBA:  http://www.csba.org

California Department of Education:  http://www.cde.ca.gov
COMPREHENSIVE PLANS

The Santa Clara County Board of Education believes that careful planning is essential to effective implementation of Santa Clara County Office of Education programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement and provide stability in County Board operations.

The Santa Clara County Superintendent of Schools or designee shall develop comprehensive plans for the implementation of SCCOE's vision and goals, on specific policy topics and on other areas as required by law. As appropriate, comprehensive plans may describe, but not be limited to, anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the SCCOE)
(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0500 - Accountability)
(cf. 1112 - Media Relations)
(cf. 2140 - Evaluation of the Superintendent)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)
(cf. 6171 - Title I Programs)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 7110 - Facilities Master Plan)

Comprehensive plans may be subject to review and approval by the County Board.

The process for developing comprehensive plans shall invite broad participation of school and community representatives. Committees may be appointed to assist in the development of plans. Comprehensive plans shall be available to the public and shall be reviewed at regular intervals as specified within the plan.

(cf. 0420.5 - School-Based Decision Making)
(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 6020 - Parent Involvement)
(cf. 9130 - Board Committees)

In addition, school-level plans may be developed to meet the unique circumstances of individual school sites provided that they are consistent with law, SCCOE vision, County Board policies, administrative regulations and COE-wide plans. School plans may be subject to review and approval of the County Superintendent or designee and/or the County Board.
COMPREHENSIVE PLANS  (continued)

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)

Legal Reference:
EDUCATION CODE
35035 Powers and duties of Superintendent
35291 Rules (power of governing board)

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Leadership: Vision, 1996
WEB SITES
CSBA:  http://www.csba.org
Santa Clara County Office of Education
Board Policy
Nondiscrimination In SCCOE Programs And Activities

BP 0410
Philosophy, Goals, Objectives and Comprehensive Plans

The Santa Clara County Office of Education (SCCOE) is committed to equal opportunity for all individuals in education. SCCOE’s programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The SCCOE shall promote programs which ensure that discriminatory practices are eliminated in all SCCOE activities.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4033 - Lactation Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave Act)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

Annually, the County Superintendent or Superintendent’s designee shall review SCCOE programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing SCCOE programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier.
(cf. 1330 – Use of Facilities)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the County Superintendent or Superintendent’s designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the SCCOE’s policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups.

(cf. 1312.3 - Uniform Complaint Procedures)
The SCCOE’s nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school’s students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

SCCOE programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations.

The County Superintendent or Superintendent’s designee shall ensure that the SCCOE provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note takers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the County Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
48985 Notices to parents in language other than English
51007 Legislative intent: state policy
GOVERNMENT CODE
11000 Definitions
11135 Nondiscrimination in programs or activities funded by state
11138 Rules and regulations
12900-12996 Fair Employment and Housing Act
54953.2 Brown Act compliance with Americans with Disabilities Act
PENAL CODE
422.55 Definition of hate crime
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
2301-2415 Carl D. Perkins Vocational and Applied Technology Act
6311 State plans
6312 Local education agency plans
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy
Management Resources:
CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, January, 1999
Protecting Students from Harassment and Hate Crime, January, 1999
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
2010 ADA Standards for Accessible Design, September 2010
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Safe Schools Coalition: http://www.casafeschools.org
Pacific ADA Center: http://www.adapacific.org
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr
Santa Clara COE
Board Policy
School Plans/Site Councils

BP 0420
Philosophy, Goals, Objectives and Comprehensive Plans

Cautionary Notice: AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 42605, which provided temporary flexibility for specified "Tier 3" categorical programs, and instead redirects the funding for those categorical programs into the Local Control Funding Formula (LCFF) (Education Code 42238.01-42251). The supplemental and concentration grant portions of the LCFF may be used for any schoolwide or districtwide educational purpose in accordance with state regulations to be adopted by January 31, 2014, with a goal of increasing or improving services for English learners, foster youth, and students eligible for free and reduced-price meals. Certain requirements related to Tier 3 categorical program(s) in the following policy or regulation are no longer applicable.

The Santa Clara County Board of Education believes that comprehensive planning at each SCCOE school is necessary in order to focus school improvement efforts on student academic achievement and facilitate the effective use of SCCOE resources. The Santa Clara County Superintendent of Schools or designee shall ensure that a Single Plan for Student Achievement (SPSA) provide clear direction and identify cohesive strategies aligned with school and SCCOE goals.

(cf. 0000 - Vision)
(cf. 0200 - Goals for SCCOE)
(cf. 0400 - Comprehensive Plans)
For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a Single Plan for Student Achievement (SPSA). (Education Code 52055.755, 64001)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4131 - Staff Development)
(cf. 5147 - Dropout Prevention)
(cf. 6020 - Parent Involvement)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6190 - Evaluation of the Instructional Program)
As appropriate, a school may incorporate any other school plan into the single plan for student achievement. (Education Code 64001)

The County Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and students. He/she shall submit to the Santa Clara County Board of Education his/her recommendations for plan approval or revision.

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

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

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

Legal Reference:
EDUCATION CODE
52-53 Designation of schools
33133 Information guide for school site councils
35147 Open meeting laws exceptions
41500-41573 Categorical education block grants
52055.700-52055.770 Quality Education Investment Act
52176 Advisory committees
52500-52617 Adult education
52800-52887 School-Based Program Coordination Act
52890 Qualifications and duties of outreach consultants
54000-54028 Educationally Disadvantaged Youth Programs
54100-54145 Miller-Unruh Basic Reading Act
54425 Advisory committees (compensatory education)
54650-54659 Education Improvement Incentive Program
56000-56867 Special education
64000 Categorical programs included in consolidated application
64001 Single school plan for student achievement, consolidated application programs
HEALTH AND SAFETY CODE
104420 Tobacco use prevention
CODE OF REGULATIONS, TITLE 5
3930-3937 Compliance plans
UNITED STATES CODE, TITLE 20
6311 Accountability, adequate yearly progress
6312-6319 Title I programs; plans
6421-6472 Programs for neglected, delinquent, and at-risk children and youth
6601-6651 Teacher and Principal Training and Recruitment program
6801-7014 Limited English proficient and immigrant students
7101-7165 Safe and Drug-Free Schools and Communities
7341-7355c Rural Education Initiative

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
WEST ED PUBLICATIONS
California Healthy Kids Survey
California School Climate Survey
WEB SITES
California Department of Education, Single Plan for Student Achievement:
http://www.cde.ca.gov/nclb/sr/le/singleplan.asp
WestEd: http://www.wested.org

Policy SANTA CLARA COUNTY OFFICE OF EDUCATION
adopted: October 20, 2010 San Jose, California
Revised: January 15, 2014
PHILOSOPHY, GOALS, OBJECTIVES, AND COMPREHENSIVE PLANS

CHARTER SCHOOLS

Purpose and Scope

It is the policy of the Santa Clara County Board of Education to give appropriate consideration to petitions for charter schools to be operated under its jurisdiction. Pursuant to Education Code provisions, the County Board shall review all petitions in light of the envisioned effects the proposed schools may have on the education of the identified student population.

The County Board desires to support innovations which improve student learning and recognizes the legislative intent to provide charter schools as an opportunity to implement school-level reform. In granting charter petitions, the County Board shall give preference to schools best able to provide comprehensive learning experiences for academically low-achieving students.

Definitions

*Chartering agency* – the agency that grants the charter for a charter school. Under most circumstances, the chartering agency has primary responsibility for oversight of the charter school and has authority to revoke the charter if the school does not meet the conditions of the charter or of the law.

*County office type charter school* – a charter school that serves students that are normally served by the county office of education.

*Countywide charter school* – a charter school that serves students in more than one Santa Clara County Office of Education and who cannot be served as well by a charter school that serves more than one school district.

*Sponsoring education agency* – the agency that has fiscal responsibility for the education of the students who attend the charter school.

Legal Provisions Governing Petitions:

Petitions Previously Denied by a District

If denied by a district, a petitioner may subsequently apply to the County Board. If the charter is granted by the County Board, the sponsoring educational agency shall be the district which denied the petition, and the County Board shall be the chartering authority for purposes of operational oversight.
CHARACTER SCHOOLS (continued)

Petitions Submitted Directly to the County Board

A petition for either a “county office” type charter school (Education Code 47605.5) or for a “countywide” type charter school (Education Code 47605.6) may be submitted directly to the County Board. If the charter is granted by the County Board, SCCOE shall be both the chartering agency and the fiscally responsible educational agency. The County Board will approve a countywide charter (Education Code 47605.6) only if it finds, in addition to the other requirements, that the educational services to be provided by the charter school will offer services to a student population that will benefit from those services and who cannot be served as well by a charter school that operates only in one school district in the county.

Timelines:

Previously Denied Petitions

If the petition has been previously denied by a district governing board, the petition must be received by the County Board not later than 180 calendar days after the denial. Any petition received more than 180 calendar days after denial will not be acted upon by the County Board.

Public Hearing

Under normal circumstances, the County Board will hold a public hearing within 30 calendar days of receipt of the petition and complete application. (Staff will verify the date when all required application materials are received.) The hearing will be conducted as an open public hearing.

Board Decision

Under normal circumstances, the County Board’s decision to approve or deny will be made within 60 calendar days of receipt. The deadline for the County Board's approval or denial may be extended by an additional 30 calendar days if both the County Board and the petitioner agree. The decision will be agenized as an action item on the County Board’s meeting agenda and decision to approve or deny shall be made by County Board resolution.

Submission Dates

While a charter school petition may be submitted at any time during the year, applicants are encouraged not to submit a petition during a period when a regular County Board meeting is not scheduled during the next two to four weeks. In addition, petitioners seeking approval to commence charter school operation at the start of the next school year are encouraged to initiate the process not later than the prior December 15th. In the case of petitions received after that date, the County Board reserves the right to consider approval on the basis of a one-year delay in the commencement of charter school operation.
CHARTER SCHOOLS (continued)

Review of Petitions:

When reviewing petitions, the County Board must address the following:

Compliance with Signature and Affirmation Requirements

The County Board must ensure that the petition complies with the required number of signatures and contains the required elements including an affirmation that the charter school will be nonsectarian and an affirmation that the charter school will not discriminate against students.

Comprehensive Description of Elements of a Charter

The County Board must determine if the charter proposal provides a reasonably comprehensive description of the required elements.

Evaluation of the Soundness and Potential Success of the Proposed Program

The County Board must determine if the charter school presents an unsound educational program for the students enrolled or if petitioners are demonstrably unlikely to successfully implement the program.

Approval or Denial:

Criteria for Denial

The County Board may not deny a petition unless one or more the following findings are made and documented in writing:

1. The petition does not contain the number of required signatures.
2. The petition does not contain an affirmation that the charter school shall be nonsectarian.
3. The petition does not contain an affirmation that the charter school shall not discriminate against students.
4. The petition does not contain an affirmation that the charter school shall not charge tuition.
5. The petition does not contain a reasonably comprehensive description of the required elements.
CHARTER SCHOOLS (continued)

6. The charter school presents an unsound educational program for the students enrolled in the charter school.

7. The petitioners are demonstrably unlikely to successfully implement the program.

8. The petition does not meet requirements for grade levels served, facility location, or students served as set forth in statute.

9. The petition does not meet any other criteria set forth in statute.

Factual Findings

If the County Board finds deficiencies in the petition, it may deny the petition as long as the factual findings are articulated in writing.

Duration of Charter and Renewals

The County Board may approve a charter for a period of up to five years. Subsequent renewals, if approved, shall be for a period of five years.

Charter Revocation

Charter schools shall be governed at the school level in accordance with charter provisions approved by the County Board. The County Board shall hold charter schools under its jurisdiction accountable for fulfilling the terms of their charters and may revoke a charter at any time if deemed necessary. Prior to revocation the County Board will afford the charter school an opportunity to correct unless the violation constitutes a severe and imminent threat to the health or safety of the students.

Directions to the Santa Clara County Superintendent of Schools

Upon approval of a charter, the County Board shall direct the County Superintendent to negotiate a memorandum of understanding (MOU) with the petitioner for the operation of the charter school. The County Board may set forth specific recommendations to be included in the MOU. Such recommendations, if any, shall be adopted by vote of the County Board at the time of the approval of the charter. If the County Superintendent is unable to reach agreement with the charter school applicant, the County Board may consider whether failure to reach agreement constitutes cause for revocation of the charter.

The County Superintendent is charged with developing and implementing such administrative regulations as may be necessary or prudent to implement this policy.  

Legal Reference: (see next page)
CHARTER SCHOOLS (continued)

Legal Reference:

EDUCATION CODE
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
41365 Charter school revolving loan fund
42100 Annual statement of receipts and expenditures
42238.51-42238.53 Funding for charter districts
44237 Criminal record summary
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
46201 Instructional minutes
47600-47616.7 Charter Schools Act of 1992, as amended
47640-47647 Special education funding for charter schools
47652 Funding of first-year charter schools
48000 Minimum age of admission (kindergarten)
48010 Minimum age of admission (first grade)
48011 Minimum age of admission from kindergarten or other school
51745-51749.3 Independent study
52052 Alternative accountability system
54032 Limited English or low-achieving pupils
56026 Special education
56145-56146 Special education services in charter schools
60600-60649 Assessment of academic achievement, including:
60605 Academic content and performance standards; assessments
60640-60649 Standardized Testing and Reporting Program
60850-60859 High school exit examination
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
54950-54963 The Ralph M. Brown Act
PENAL CODE
667.5 Definition of violent felony
1192.7 Definition of serious felony
CODE OF REGULATIONS, TITLE 5
11700.1-11705 Independent study
11960-11969 Charter schools
CODE OF REGULATIONS, TITLE 24
101 et seq. California Building Standards Code
UNITED STATES CODE, TITLE 20
6311 Adequate yearly progress
6319 Qualifications of teachers and paraprofessionals
7223-7225 Charter schools
CODE OF FEDERAL REGULATIONS, TITLE 34
200.1-200.78 Accountability
300.18 Highly qualified special education teachers
COURT DECISIONS

Legal Reference continued: (see next page)
CHARTER SCHOOLS (continued)

Legal Reference: (continued)
ATTORNEY GENERAL OPINIONS

Management Resources:
CSBA PUBLICATIONS
CSBA ADVISORIES
Charter School Facilities and Proposition 39: Legal Implications for School Districts, September 2005
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Special Education and Charter Schools: Questions and Answers, September 10, 2002
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Charter Schools Program, July 2004
The Impact of the New Title I Requirements on Charter Schools, July 2004
WEB SITES
CSBA: http://www.csba.org
California Building Standards Commission: http://www.bsc.ca.gov
California Charter Schools Association: http://www.charterassociation.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
Education Commission of the States: http://www.ecs.org
National School Boards Association: http://www.nsba.org
Purpose and Scope

It is the policy of the Santa Clara County Board of Education to ensure appropriate oversight of all charter schools for which it has oversight responsibility.

County Board of Education Responsibility for Charter School Oversight

A charter for a charter school may be approved by a local school district board of education, by the Santa Clara County Office of Education, or by the State Board of Education. The County Board has the responsibility of providing oversight for any charter school whose charter it approved. If a charter is approved by the State Board of Education, and the State Board asks the County Board to provide oversight of the school, the County Board may or may not consent to provide oversight.

<table>
<thead>
<tr>
<th>Function</th>
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<th>Chartered by County Board</th>
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<td>Board Member notify Superintendent</td>
<td>Board Member notify Superintendent</td>
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Charter School Governance and Charter Revision

Charter schools shall be governed at the school level in accordance with their charter provisions and their Memorandum of Understanding (MOU) with the Santa Clara County Superintendent of Schools. Where provisions of the MOU differ from provisions of the charter, and the difference is not a material revision of the charter, the provisions of the MOU shall prevail. Material revisions are changes that alter the meaning of the charter.

The school or the County Superintendent may, at any time, submit material revisions to the charter. Material revisions to charters granted by the County Board may be made only with County Board approval, and shall be reviewed by the same standards and criteria that apply to new charter petitions.
Investigation of a Charter School

Any member of the County Board may request that the County Superintendent look into any matter that may require an investigation at any charter school in the county. In such cases, the County Superintendent will report back to the full County Board whether or not an investigation is warranted.

Charter Revocation

The County Board shall hold accountable each school it has chartered for fulfilling the terms of its charter and its Memorandum of Understanding, and may revoke a charter at any time if deemed necessary. The County Superintendent shall establish a system for monitoring each charter school to ensure that the conditions of each charter and Memorandum of Understanding are met, and for presenting information to the County Board for determining if charter revocation is necessary. The County Board may revoke any charter that it granted whenever it finds that the charter school has done any of the following:

1. Failed to negotiate a Memorandum of Understanding with the County Superintendent within a specified time limit established by the County Board or the County Superintendent;

2. Failed to provide needed information or access to needed information, or to respond to reasonable inquiries needed by the County Superintendent to properly oversee the operations of the charter school within a specified time limit established by the County Superintendent;

3. Committed a material violation of any of the conditions, standards or procedures set forth in the charter or in the Memorandum of Understanding;

4. Failed to meet or pursue any of the student outcomes identified in the charter;

5. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement; or

6. Violated any provision of law.

Prior to revocation, the County Board shall direct the County Superintendent to notify the charter school of any violation and give the school a reasonable opportunity to correct the violation unless the County Board determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the students.
CHARTER SCHOOLS OVERSIGHT (continued)

Waivers

If a charter school whose charter was granted by the County Board submits an application for a waiver of any Education Code provisions, the County Board shall hold a public hearing on the waiver request no later than 90 days following receipt of the request. The County Board shall subsequently prepare a summary of the public hearing to be forwarded with the waiver request to the State Board of Education. If the County Board recommends against approval of the waiver request, it shall set forth reasons for its disapproval in written documentation that shall be forwarded to the State Board of Education.

Finance

The County Superintendent may charge for the actual costs of oversight of a charter school not to exceed any limits imposed in law. The County Board is not required to provide facilities for charter schools, and will not do so. The County Superintendent of Schools shall not place upon the County Office any additional financial liability for the operation of charter schools.

Non-Profit Board of Directors

Should a charter school elect to operate as, or be operated by, a non-profit public benefit corporation, the County Board may appoint a representative to serve on the board of directors of the corporation, and the corporation shall confer upon the appointee all rights and responsibilities exercised by any other director of the corporation. In order to avoid any conflict of interest, the policy of this Board shall be that the members of this Board shall not sit on the boards of charter schools it has chartered.

Administrative Regulations

The County Superintendent shall develop such administrative regulations and procedures as may be necessary or prudent to implement this policy.

Legal Reference:

EDUCATION CODE
47600-47664 – Charter School Act of 1992, as amended
The Santa Clara County Board of Education desires to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in Santa Clara County, including children who have been suspended or expelled or placed by the SCCOE in a nonpublic, nonsectarian school.

Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered, and where appropriate, utilized. (Education Code 56303)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 - Individualized Education Program)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

The special education local plan area (SELPA) shall administer a local plan and administer the allocation of funds. (Education Code 56195)

(cf. 1220 - Citizen Advisory Committees)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 4112.23 - Special Education Staff)

In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the SCCOE participates as a member of the SELPA.

The Santa Clara County Superintendent of Schools or designee shall extend SCCOE’s full cooperation to the SELPA. The policies and procedures of the SELPA shall be applied as policies and regulations of SCCOE, with the exception of those that apply to complaints, unless the SELPA plan specifically authorizes SCCOE to operate under its own policies and regulations.

Legal Reference: (see next page)
Legal Reference:

EDUCATION CODE
56000-56001 Education for individuals with exceptional needs
56020-56035 Definitions
56040-56046 General provisions
56048-56050 Surrogate parents
56055 Foster parents
56060-56063 Substitute teachers
56170-56177 Children enrolled in private schools
56190-56194 Community advisory committees
56195-56195.10 Local plans
56205-56208 Local plan requirements
56213 Special education local plan areas with small or sparse populations
56240-56245 Staff development
56300-56385 Identification and referral, assessment, instructional planning
56440-56447.1 Programs for individuals between the ages of three and five years
56500-56508 Procedural safeguards, including due process rights
56520-56524 Behavioral interventions
56600-56606 Evaluation, audits and information
56836-56836.05 Administration of local plan

GOVERNMENT CODE
7579.5 Surrogate parent, appointment, qualifications, liability
95000-95029 California Early Intervention Services Act

WELFARE AND INSTITUTIONS CODE
361 Limitations on parental control
726 Limitations on parental control

CODE OF REGULATIONS, TITLE 5
3000-3089 Regulations governing special education

UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34
99.10-99.22 Inspection, review and procedures for amending education records
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
300.1-300.818 Assistance to states for the education of children with disabilities, including:
300.500-300.520 Due process procedures for parents and children
303.1-303.654 Early intervention program for infants and toddlers with disabilities

Management Resources:

WEB SITES
California Department of Education, Special Education: http://www.cde.ca.gov/sp/se
U.S. Department of Education, Office of Special Education Programs: http://www.ed.gov/about/offices/list/osep

Policy
SANTA CLARA COUNTY OFFICE OF EDUCATION
adopted: October 20, 2010
San Jose, California
Philosophy, Goals, Objectives, and Comprehensive Plans

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

The Santa Clara County Board of Education desires to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in Santa Clara County, including children who have been suspended or expelled or placed by the SCCOE in a nonpublic, nonsectarian school.

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(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
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Legal Reference: (see next page)
COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

Legal Reference:

EDUCATION CODE
56000-56001 Education for individuals with exceptional needs
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56040-56046 General provisions
56048-56050 Surrogate parents
56055 Foster parents
56060-56063 Substitute teachers
56170-56177 Children enrolled in private schools
56190-56194 Community advisory committees
56195-56195.10 Local plans
56205-56208 Local plan requirements
56213 Special education local plan areas with small or sparse populations
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56300-56385 Identification and referral, assessment, instructional planning
56440-56447.1 Programs for individuals between the ages of three and five years
56500-56508 Procedural safeguards, including due process rights
56520-56524 Behavioral interventions
56600-56606 Evaluation, audits and information
56836-56836.05 Administration of local plan

GOVERNMENT CODE

7579.5 Surrogate parent, appointment, qualifications, liability

95000-95029 California Early Intervention Services Act

WELFARE AND INSTITUTIONS CODE

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726 Limitations on parental control

CODE OF REGULATIONS, TITLE 5

3000-3089 Regulations governing special education

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.10-99.22 Inspection, review and procedures for amending education records

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300.1-300.818 Assistance to states for the education of children with disabilities, including:

300.500-300.520 Due process procedures for parents and children

303.1-303.654 Early intervention program for infants and toddlers with disabilities

Management Resources:

WEB SITES

California Department of Education, Special Education: http://www.cde.ca.gov/sp/se

U.S. Department of Education, Office of Special Education Programs:
http://www.ed.gov/about/offices/list/osers/osep

Policy
adopted: June 3, 2009

SANTA CLARA COUNTY OFFICE OF EDUCATION
San Jose, California
Philosophy, Goals, Objectives, and Comprehensive Plans

DISTRICT TECHNOLOGY PLAN

The Santa Clara County Board of Education recognizes that technological resources can enhance student achievement by increasing student access to information, developing their technological literacy skills, and providing instruction tailored to student needs. Effective use of technology can also increase the efficiency of the Santa Clara County Office of Education noninstructional operations and governance. SCCOE is committed to the development and maintenance of a COE-wide infrastructure and to providing staff professional development that will allow the implementation of existing and new technologies.

(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6163.4 - Student Use of Technology)

The Santa Clara County Superintendent of Schools or designee shall develop a three- to five-year technology plan which:

1. Focuses on the use of technology to improve student achievement and is aligned with the SCCOE vision and goals for student learning

(cf. 0000 - Vision)
(cf. 0200 - Goals for the SCCOE)
(cf. 6000 - Concepts and Roles)

2. Contains clear goals for the use of technology based on an assessment of SCCOE needs

3. Addresses all components required for state or federal technology grant programs, administered by the California Department of Education, in which the SCCOE participates (Education Code 51871.5, 52295.35; 5 CCR 11974; 20 USC 6764; 47 CFR 54.508)

4. Addresses the use of technology to improve SCCOE governance, COE and school site administration, support services, and communications

(cf. 0400 - Comprehensive Plans)
(cf. 1113 - SCCOE and School Web Sites)
(cf. 3580 - SCCOE Records)

Planning Team

The County Superintendent or designee shall appoint a planning team to assist with the development of the technology plan. The recommendations of the committee shall be advisory only and shall not be binding on the County Board. The plan shall be submitted to the County Board for approval.
DISTRICT TECHNOLOGY PLAN (continued)

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

Legal Reference:

EDUCATION CODE
10550-10555 Telecommunications standards
11800 K-12 High Speed Network grant program
51006 Computer education and resources
51007 Programs to strengthen technological skills
51865 California distance learning policy
51870-51874 Educational technology
52270-52272 Education technology and professional development grants
52295.10-52295.55 Implementation of federal Enhancing Education Through Technology (EETT) grant program
60010 Instructional materials, definition
66940-66941 Distance learning

PENAL CODE
502 Computer crimes, remedies

CODE OF REGULATIONS, TITLE 5
11971-11979.5 Enhancing Education Through Technology grants

UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D

UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47
54.500-54.523 Universal service support for schools, especially:
54.508 Technology plan

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

WEB SITES
CSBA: http://www.csba.org
California Department of Education, Education Technology Office: http://www.cde.ca.gov/ls/et
California Learning Resource Network: http://www.clrn.org
California Technology Assistance Project: http://www.ctap.k12.ca.us
International Society for Technology in Education: http://www.iste.org
Technical Support for Education Technology in Schools: http://www.techsets.org

SANTA CLARA COUNTY OFFICE OF EDUCATION
San Jose, California

Policy adopted: June 3, 2009
Philosophy, Goals, Objectives, and Comprehensive Plans

COMPREHENSIVE SAFETY PLAN

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

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

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

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

The County Board shall review the comprehensive school safety plan in order to ensure compliance with state law, Board policy, and administrative regulation.

The County Board shall approve the plan at a regularly scheduled meeting.

(cf. 0500 - Accountability)
(cf. 9320 - Meetings and Notices)

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

Tactical Response Plan

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

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Public Access to Safety Plan(s)

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

(cf. 1340 - Access to District Records)

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

Legal Reference: (see next page)
COMPREHENSIVE SAFETY PLAN (continued)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of sex discrimination
32260-32262 Interagency School Safety Demonstration Act of 1985
32270 School safety cadre
32280-32289 School safety plans
32290 Safety devices
35147 School site councils and advisory committees
35183 School dress code; uniforms
35291 Rules
35291.5 School-adopted discipline rules
35294.10-35294.15 School Safety and Violence Prevention Act
41510-41514 School Safety Consolidated Competitive Grant Program
48900-48927 Suspension and expulsion
48950 Speech and other communication
49079 Notification to teacher; student who has committed acts constituting grounds for suspension or expulsion
67381 Violent crime

PENAL CODE
11164-11174.3 Child Abuse and Neglect Reporting Act

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

CODE OF REGULATIONS, TITLE 5
11992-11993 Definition, persistently dangerous schools
11987-11987.7 School Community Violence Prevention Program requirements

UNITED STATES CODE, TITLE 20
7101-7165 Safe and Drug Free Schools and Communities, especially:
7114 Application for local educational agencies
7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

Policy
SANTA CLARA COUNTY OFFICE OF EDUCATION
adopted: June 3, 2009
Revised: May 16, 2012
San Jose, California
Santa Clara County Office of Education
Board Policy
Local Control and Accountability Plan

BP 0460
Philosophy, Goals, Objectives and Comprehensive Plans

The Santa Clara County Board of Education desires to ensure the most effective use of available state funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions aligned with state and local priorities and to facilitate continuous improvement of Santa Clara County Office of Education (SCCOE) practices.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

The SCC Board shall adopt a SCCOE Local Control and Accountability Plan (LCAP), using the template provided by the State Board of Education, which addresses the state priorities specified in Education Code 52060. The LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of the local control funding formula);(8) student outcomes in the specified course of study; (9) services for expelled youth; and (10) services for Foster Youth. The LCAP shall be effective for three years and shall be updated on or before July 1 of each year. (Education Code 52060)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students. Unduplicated students include students who are eligible for free or reduced-price meals, English learners, foster youth, and homeless youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)
To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other SCCOE and school plans shall be aligned to the extent possible.

(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

The County Superintendent and/or the County Superintendent’s designee shall review the single plan for student achievement (SPSA) submitted by each SCCOE school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

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

The SCCOE shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. (Education Code 52060)

(cf. 1220 - Citizen Advisory Committees)
(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 6020 - Parent Involvement)
Public Review and Input

The following committees shall be established or existing committees shall be expanded to meet the following conditions to review and comment on the LCAP: (Education Code 52063)

1. A parent advisory committee including at least one parent/guardian of unduplicated students as defined above

2. An English learner parent advisory committee whenever district SCCOE enrollment includes at least 15 percent English learners and at least 50 students who are English learners

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

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

The County Board of Education shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9320 - Meetings and Notices)

Adoption of the Plan

Prior to adopting the county budget, but at the same public meeting, the County Board of Education shall adopt the LCAP or the annual update. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

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

The County Superintendent or the County Superintendent’s designee shall report to the County Board of Education, at least annually in accordance with the timeline and indicators established by him/her and the County Board of Education, regarding progress of SCCOE toward attaining each goal identified in the LCAP. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

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

1. Assistance in the identification of SCCOE strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the SCCOE’s goals

2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups

3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the Superintendent of Public Instruction (SPI) requires the SCCOE to receive technical assistance pursuant to Education Code 52071, the County Board of Education shall review all recommendations received from the technical assistance provider and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

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

1. Revision of the SCCOE’s LCAP

2. Revision of the SCCOE’s budget in accordance with changes in the LCAP

3. A determination to stay or rescind any SCCOE action that would prevent the SCCOE from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement
Accountability

The County Superintendent or the County Superintendent’s designee shall establish appropriate processes and measure to monitor results and to evaluate progress toward accomplishing the SCCOE’s vision and goals.

(cf. 0000 – Vision)
(cf. 0200 – Goals for the School District)
(cf. 2140 – Evaluation of the Superintendent)
(cf. 3460 – Financial Accountability and Reports)
(cf. 4115 – Evaluation/Supervision)
(cf. 4215 – Evaluation/Supervision)
(cf. 4315 – Evaluation/Supervision)
(cf. 6011 – Academic Standards)
(cf. 6141 – Curriculum Development and Evaluation)
(cf. 6190 – Evaluation of the Instructional Program)

Indicators of SCCOE progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of “adequate yearly progress (AYP) required under the federal accountability system.

(cf. 6162.5 – Student Assessment)
(cf. 6162.51 – State Academic Achievement Tests)
(cf. 6162.52 High School Exit Examination)

Alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the State Superintendent of Public Instruction. (Education Code 52052)

The SCCOE and each SCCOE school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless youth when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless youth. (Education Code 52052)

Evaluation results may be used as a basis for revising goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.
Legal Reference:
EDUCATION CODE
17002   State School Building Lease-Purchase Law, including definition of good repair
41020   Audits
42127   Public hearing on budget adoption
42238.01-42238.07  Local control funding formula
44258.9  County superintendent review of teacher assignment
48985   Parental notices in languages other than English
51210   Course of study for grades 1-6
51220   Course of study for grades 7-12
52052   Academic Performance Index; numerically significant student subgroups
52060-52077  Local control and accountability plan
52302   Regional occupational centers and programs
52372.5  Linked learning pilot program
54692   Partnership academies
60119   Sufficiency of textbooks and instructional materials; hearing and resolution
60605.8  California Assessment of Academic Achievement; Academic Content Standards
Commission
60811.3  Assessment of language development
64001   Single plan for student achievement
99300-99301  Early Assessment Program
UNITED STATES CODE, TITLE 20
6312   Local educational agency plan
6826 Title III funds, local plans

Management Resources:
CSBA PUBLICATIONS
Impact of Local Control Funding Formula on Board Policies, November 2013
Local Control Funding Formula 2013, Governance Brief, August 2013
State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
SCHOOL ACCOUNTABILITY REPORT CARD

Education Code 35256 requires the Santa Clara County Board of Education to annually issue a school accountability report card (SARC) for each school site, reporting all conditions listed in Education Code 33126 and 41409.3. In addition, pursuant to 20 USC 6311, any County Office of Education school/program that receives Title I, Part A funding (see BP/AR 6171 - Title I Programs) must prepare and disseminate an annual report card which includes specified information regarding student achievement on statewide academic assessments, indicators of adequate yearly progress, whether the COE or a school has been identified for program improvement, graduation rates, and teacher qualifications. Rather than issuing a COE-level report card, 20 USC 6311 regulations allow for the information to be incorporated into the SARC.

The County Board recognizes its responsibility to inform parents/guardians and the community about the conditions, needs, and progress at each SCCOE school. The process of gathering and analyzing data also provides opportunities for school and SCCOE staff to review achievements and identify areas for improvement.

The County Board shall annually issue a school accountability report card (SARC) for each school site. (Education Code 35256)

In preparing the school/program report cards, the Santa Clara County Superintendent of Schools or designee may choose to use or adapt the model template provided by the California Department of Education. If the model template is not used, the County Superintendent or designee shall ensure that data are reported in a manner that is consistent with the definitions for school conditions as provided in the template. At least every three years, the County Board shall compare the content of the SARC to the state's model template, recognizing that variances are allowed by law as necessary to meet local needs. (Education Code 33126.1, 35256)

The County Board shall annually approve the SARCs for all SCCOE schools/programs and shall evaluate the data contained in the SARCs as part of the County Board's regular review of the effectiveness of COE programs, personnel, and fiscal operations.

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 9000 - Role of the Board)

The County Superintendent or designee shall develop strategies for communicating the information contained in the SARCs to all stakeholders, including opportunities for staff and the community to discuss their content.

(cf. 0420 - School Plans/Site Councils)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
SCHOOL ACCOUNTABILITY REPORT CARD (continued)

Notification and Dissemination of SARCs

The County Superintendent or designee shall annually publicize the issuance of the SARCs and notify parents/guardians that a paper copy will be provided upon request. On or before February 1 of each year, the County Superintendent or designee shall make the SARCs available in paper copy and on the Internet. (Education Code 35256)

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE
1240 County superintendent, general duties
17002 Definition, including good repair
17014 Plan for building maintenance
17032.5 Portable classroom maintenance
17070.15 School Facilities Act; definitions
17089 Portable classroom maintenance
33126 School Accountability Report Card
33126.1 School Accountability Report Card model template
33126.15 School Accountability Report Card template
33126.2 Secretary of Education school accountability report card study
35256 School Accountability Report Card
35256.1 Information required in the School Accountability Report Card
35258 Internet access to the School Accountability Report Card
41409 Calculation of statewide averages
41409.3 Salary information required in the School Accountability Report Card
46112 Minimum school day for grades 1 through 3
46113 Minimum school day for grades 4 through 8
46117 Minimum kindergarten school day
46141 Minimum school day (high school)
51225.3 Requirements for graduation
52052 Academic performance index
52056 Meeting growth targets
60119 Textbook sufficiency
60600-60618 General provisions
60640-60648 Standardized testing and reporting program
60800 Physical fitness testing
60850 High school exit examination
60851 High school exit examination
CALIFORNIA CONSTITUTION
Article 16, Section 8.5(e) Allocations to State School Fund
UNITED STATES CODE, TITLE 20
6311 State plans, including local educational agency report cards

Management Resources: (see next page)
SCHOOL ACCOUNTABILITY REPORT CARD (continued)

Management Resources:

- **U.S. DEPARTMENT OF EDUCATION GUIDANCE**
  - Report Cards, September 12, 2003

- **WEB SITES**
  - CSBA, SARC Select: http://www.csba.org/Services/Services/DistrictServices/SARC.aspx
Philosophy, Goals, Objectives, and Comprehensive Plans

TITLE I PROGRAM IMPROVEMENT SCHOOLS

The Santa Clara County Board of Education is committed to enabling all Santa Clara County Office of Education students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the County Board shall assist all SCCOE schools, including those receiving federal Title I funds, to achieve adequate yearly progress, as defined by the State Board of Education.

(cf. 4112.24 - Teacher Qualifications Under the Elementary and Secondary Education (ESEA) Act)
(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6171 - Title I Programs)

Whenever an SCCOE school is identified by the California Department of Education as in need of program improvement (PI), the Santa Clara County Superintendent of Schools or designee shall ensure that school improvement efforts are coordinated and aligned. He/she shall also revise the school's Single Plan for Student Achievement in accordance with law and as specified in administrative regulation.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.4 - Quality Education Investment Schools)

Depending on the length of time a school has been identified for PI, SCCOE shall provide opportunities for supplemental educational services, other corrective actions, and/or restructuring in accordance with law.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 6179 - Supplemental Instruction)

Program Evaluation

The County Board shall annually review the adequate yearly progress of each SCCOE school based on state academic assessments and other indicators specified in the state plan for the ESEA. The County Superintendent or designee shall publicize and disseminate the results of this review to parents/guardians, principals, schools, and the community so that the instructional program can be continually refined to help all students meet state academic standards. (20 USC 6316)

(cf. 0510 - School Accountability Report Card)
(cf. 6190 - Evaluation of the Instructional Program)

The County Board and County Superintendent or designee also shall review the effectiveness of the actions and activities carried out by PI schools with respect to parental involvement, professional development, and other PI activities. (20 USC 6316)
As necessary based on the results of these evaluations, the County Board may require the County Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

Legal Reference: (see next page)
TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

Legal Reference:

EDUCATION CODE
35256 School accountability report card
60642.5 California Standards Tests
60850-60856 High School Exit Examination
64000 Categorical programs included in consolidated application
64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5
11992-11994 Persistently dangerous schools, definition
13075-13075.4 Supplemental educational services

UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
6301 Title I program purpose
6311 Adequate yearly progress
6312 Local educational agency plan
6313 Eligibility of schools and school attendance areas; funding allocation
6316 School improvement
7912 Persistently dangerous schools

UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act

CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
200.13-200.20 Adequate yearly progress
200.30-200.35 Identification of program improvement schools
200.36-200.38 Notification requirements
200.39-200.43 Requirements for program improvement, corrective action, and restructuring
200.44 School choice option
200.45-200.47 Supplemental educational services
200.48 Funding for transportation and supplemental services
200.49-200.51 State responsibilities
200.52-200.53 District improvement

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California's Accountability Workbook

FEDERAL REGISTER
Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages 64436-64513

U.S. DEPARTMENT OF EDUCATION GUIDANCE
Public School Choice, January 14, 2009
Supplemental Educational Services, January 14, 2009

WEB SITES
CSBA: http://www.csba.org
California Department of Education, Program Improvement:
http://www.cde.ca.gov/ta/ac/ti/programimprov.asp

Policy adopted: June 3, 2009

SANTA CLARA COUNTY OFFICE OF EDUCATION
San Jose, California