SELPA | Lassen County SELPA | Fiscal Year | 2023–24

LOCAL PLAN

Attachments

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

Special Education Division

2023–24 Local Plan Submission

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Attachment I

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Attachment I—Local Educational Agency Listing

Participating Local Educational Agency Identification

Enter the California Department of Education (CDE) issued county/district/school code (CDS) and the full name for each local educational agency (LEA) participating in the Local Plan. The LEA names will automatically populate the remaining attachments. Pursuant to California *Education Code* (*EC)* sections 56205(a)(12)(D)(iii) and 56195.1(b) and (c). SELPAs with one or more LEAs, or those who join with the county office of education (COE) to submit a Local Plan to the CDE for consideration of approval must include copies of joint powers agreements or contractual agreements, as appropriate.

In the table below, enter the CDE issued CDS code and the official name as listed in the California School Directory https://www.cde.ca.gov/SchoolDirectory/ for each COE, District, Joint Powers Authority (JPA), and SELPA participating in the Local Plan and receiving a special education funding allocation for services and programs provided to students with disabilities.

To Add or Delete Rows:

To add or delete table rows, select the "plus" or "minus" buttons bellow. Actions taken here will be automatically repeated for each of the tables in Attachments II through VI. Users must manually enter LEA information in Attachment VII.

LEA Membership Changes:

If an LEA was previously reported to the CDE in fiscal year 2021–22 or 2022–23 and there is a change in SELPA membership, **DO NOT DELETE** the entry. Instead, under the "LEA Status" column, select the drop-down menu and choose the applicable status option for the LEA membership change.

SELPA County/District/School Codes

- If a SELPA does not have a CDS code, then the associated fields should be left blank. NOTE: If a CDS code section begins with a "0," the zero will not appear in the user's entry.
- If a SELPA does not have a complete CDS code, then leave the associated district and school code blank.
- If a SELPA is not a charter LEA, then leave the associated charter code blank.

Attachment I

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Add or Delete Row	List	County Code xx	District Code xxxxx	School Code xxxxxxx	Charter Code (if applicable) xxxx	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Special Eduction Director First Name	Special Education Director Last Name	Phone (xxx) xxx-xxxx	Email	LEA Status
	1	18	64089	0		Big Valley	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	2	18	75036	0		Fort Sage	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	3	18	64105	0		Janesville Union Elementary	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	4	18	64113	0		Johnstonville Elementary	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	5	18	64139	0		Lassen Union High	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	6	18	75036	601076		Long Valley	Jan	DeMers	530-2551-8777	jdemers@lcoe.org	**Previously Reported**
	7	18	64162	0		Ravendale-Termo Elementary	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	8	18	64170	0		Richmond Elementary	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	9	18	64188	0		Shaffer Union Elementary	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	10	18	64196	0		Susanville Elementary	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	11	18	64196	135756		Thompson Peak Charter	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**
	12	18	64204	0		Westwood Unified	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**

Attachment I

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Add or Delete Row	List	County Code xx	District Code xxxxx	School Code xxxxxxx	Charter Code (if applicable) xxxx	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Special Eduction Director First Name	Special Education Director Last Name	Phone (xxx) xxx-xxxx	Email	LEA Status
	13	18	10181	0		Lassen County Office of Education	Jan	DeMers	530-251-8777	jdemers@lcoe.org	**Previously Reported**

Attachment II

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Each SELPA must adhere to requirements for developing and reporting special education budget revenue and expenditures. The following excerpt is taken from California School Accounting Manual (CSAM): Procedure 755 Special Education on page 755-1 and included to assist the SELPA with completing Section D: Annual Budget Plan information for each LEA participating in the SELPA's Local Plan.

Special education budgets are complex and are of great interest to the public, both locally and statewide. *EC* Section 56205(b)(1) requires that a special education budget shall identify particular elements. Identification of the following elements is facilitated by the standardized account code structure (SACS):

1. Apportionment received by the LEA in accordance with the allocation plan adopted by the SELPA. (The apportionment is tracked in SACS in the resource field in combination with the revenue code in the object field.)
2. Administrative costs of the plan. (These costs are tracked in the function field.)
3. Costs of special education services to pupils with severe disabilities and low-incidence disabilities. (This population is identified by the goal field.)
4. Costs of special education services to pupils with nonsevere disabilities. (This population is identified by the goal field.)
5. Costs of supplemental aids and services provided to meet the individual needs of pupils placed in regular education classrooms and environments. (Costs of these aids and services are tracked in the function field.)
6. Costs of regionalized operations and services and direct instructional support by program specialists in accordance with Part 30, Chapter 7.2, Article 6, of the California *EC*, Program Specialists and Administration of Regionalized Operations and Services. (These costs are tracked in the goal field for regionalized operations and in the function field for instructional services.)
7. Use of property taxes allocated to the SELPA pursuant to *EC* Section 2572. (Property taxes allocated to the SELPA are tracked in the resource field and identified by a revenue code in the object field.)

Attachment II

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Attachment II—Projected Special Education Revenue by Local Educational Agency

For each LEA participating in the Local Plan, enter the projected special education revenue funding sources allowed by the Individuals with Disabilities Education Act (IDEA). Information included in this table must be consistent with revenues identified in Section D, Table 1. NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 1.

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Assembly Bill (AB) 602 State Aid	AB 602 Property Tax	Federal IDEA Part C	Federal IDEA Part B	State Infant/ Toddler	State Mental Health	Federal Mental Health	Other Revenue	Subtotal
1	Big Valley	49,001	0	0	0	0	8,780	0	71,268	129,049
2	Fort Sage	91,740	0	0	0	0	16,082	0	102,715	210,537
3	Janesville Union Elementary	136,713	0	0	0	0	24,716	0	143,096	304,525
4	Johnstonville Elementary	78,991	0	0	0	0	14,283	0	71,869	165,143
5	Lassen Union High	307,422	0	0	0	0	55,718	0	258,018	621,158
6	Long Valley	100,405	0	0	0	0	17,990	0	42,592	160,987
7	Ravendale-Termo Elementary	4,731	0	0	0	0	848	0	4,660	10,239
8	Richmond Elementary	77,850	0	0	0	0	13,948	0	47,727	139,525

Attachment II

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Assembly Bill (AB) 602 State Aid	AB 602 Property Tax	Federal IDEA Part C	Federal IDEA Part B	State Infant/ Toddler	State Mental Health	Federal Mental Health	Other Revenue	Subtotal
9	Shaffer Union Elementary	74,171	0	0	0	0	13,289	0	18,065	105,525
10	Susanville Elementary	397,697	0	0	0	0	71,109	0	605,862	1,074,668
11	Thompson Peak Charter	61,601	0	0	0	0	11,037	0	67,568	140,206
12	Westwood Unified	63,653	0	0	0	0	11,405	0	55,163	130,221
13	Lassen County Office of Education	1,323,501	971,439	31,736	1,032,155	225,138	0	42,348	497,760	4,124,077
	Totals:	2,767,476	971,439	31,736	1,032,155	225,138	259,205	42,348	1,986,363	7,315,860

Attachment III

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Attachment III—Projected Expenditures by Object Code by Local Educational Agency

For each LEA participating in the Local Plan, enter the projected special education expenditures by LEA and object code as allowed by the IDEA. Information included in this table must be consistent with expenditures identified in Section D, Tables 2 . NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 2.

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies	5000 Services and Operations	6000 Capital Outlay	7000 Other Outgo and Financing	Subtotal
1	Big Valley	59,700	24,688	35,819	62	8,780	0	0	129,049
2	Fort Sage	120,388	25,365	48,702	0	16,082	0	0	210,537
3	Janesville Union Elementary	93,843	90,413	71,360	6,500	24,716	0	17,693	304,525
4	Johnstonville Elementary	74,328	29,721	46,811	0	14,283	0	0	165,143
5	Lassen Union High	237,344	127,258	161,018	1,500	62,718	0	31,321	621,159
6	Long Valley	59,117	42,975	40,905	0	17,990	0	0	160,987
7	Ravendale-Termo Elementary	0	0	0	0	9,504	0	735	10,239
8	Richmond Elementary	70,719	19,319	35,539	0	13,948	0	0	139,525
9	Shaffer Union Elementary	63,249		28,887	100	13,289	0	0	105,525

Attachment III

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies	5000 Services and Operations	6000 Capital Outlay	7000 Other Outgo and Financing	Subtotal
10	Susanville Elementary	292,149	289,560	280,903	12,000	137,356	0	62,700	1,074,668
11	Thompson Peak Charter	76,332	19,980	32,857	0	11,037	0	0	140,206
12	Westwood Unified	55,381	23,429	39,006	1,000	11,405	0	0	130,221
13	Lassen County Office of Education	921,923	601,920	678,322	105,896	1,590,584	11,000	214,431	4,124,076
	Totals:	2,124,473	1,294,628	1,500,129	127,058	1,931,692	11,000	326,880	7,315,860

Attachment IV

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Attachment IV—Projected Revenue by Federal, State, and Local Funding Source by Local Educational Agency

For each LEA participating in the Local Plan, enter the projected special education revenue received by each funding source. Information provided must be consistent with revenues identified in Section D, Table 3. NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 3.

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Federal Revenue	Percent of Total Federal Revenue	State Revenue	Percent of Total State Revenue	Local Revenue	Total Federal and State Funding
1	Big Valley	0	0.00%	57,781	1.78%	71,268	57,781
2	Fort Sage	0	0.00%	107,822	3.32%	102,715	107,822
3	Janesville Union Elementary	0	0.00%	161,429	4.96%	143,096	161,429
4	Johnstonville Elementary	0	0.00%	93,274	2.87%	71,869	93,274
5	Lassen Union High	0	0.00%	363,140	11.17%	258,018	363,140
6	Long Valley	0	0.00%	118,395	3.64%	42,592	118,395
7	Ravendale-Termo Elementary	0	0.00%	5,579	0.17%	4,660	5,579
8	Richmond Elementary	0	0.00%	91,798	2.82%	47,727	91,798
9	Shaffer Union Elementary	0	0.00%	87,460	2.69%	18,065	87,460

Attachment IV

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Federal Revenue	Percent of Total Federal Revenue	State Revenue	Percent of Total State Revenue	Local Revenue	Total Federal and State Funding
10	Susanville Elementary	0	0.00%	468,806	14.42%	605,862	468,806
11	Thompson Peak Charter	0	0.00%	72,638	2.23%	67,568	72,638
12	Westwood Unified	0	0.00%	75,058	2.31%	55,163	75,058
13	Lassen County Office of Education	1,106,239	100.00%	1,548,639	47.62%	1,469,199	2,654,878
	Totals:	1,106,239	100.00%	3,251,819	100.00%	2,957,802	4,358,058

Attachment V

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Attachment V—Projected Expenditures by Local Educational Agency for Supplemental Aids and Services in the Regular Classroom for Students with Disabilities and Those Identified with Low Incidence Disabilities

Enter the revenue allocated to each LEA for supplemental aids and services (SAS) for those students with disabilities placed in the regular classroom setting and those who are identified with low incidence (LI) disabilities. Information included in this table must be consistent with revenues identified in Section D, Table 5. NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 5.

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Total Projected Expenditures by LEA SAS in the Regular Classroom	Total Projected Expenditures by LEA for LI
1	Big Valley	0	0
2	Fort Sage	33,266	0
3	Janesville Union Elementary	0	0
4	Johnstonville Elementary	39,447	0
5	Lassen Union High	34,879	0
6	Long Valley	0	0
7	Ravendale-Termo Elementary	0	0
8	Richmond Elementary	0	0
9	Shaffer Union Elementary	0	0

Attachment V

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

List	LEA Official Name (District, Charter, COE, JPA, *and* SELPA)	Total Projected Expenditures by LEA SAS in the Regular Classroom	Total Projected Expenditures by LEA for LI
10	Susanville Elementary	272,414	0
11	Thompson Peak Charter	0	0
12	Westwood Unified	0	0
13	Lassen County Office of Education		30,668
	Totals:	380,006	30,668

Attachment VI

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

See last page.

Attachment VI must be completed using the CDE approved Microsoft Excel Template

Attachment VII

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Attachment VII—Special Education Local Plan Area Membership Transfers and Mergers (to and from the SELPA)

Educational programs and services already in operation may not be transferred to another LEA unless all provisions of *EC* Section 56207 have been met by the SELPA as demonstrated by the completion and submission of Attachment VII. The effective date of the transfer must not be prior to the July 1 of the second fiscal year after the date the sending or receiving SELPA informed the other agency and the governing body of multiple LEA SELPAs or the responsible individual of single LEA SELPAs notified the other agency, unless both the sending and receiving SELPA unanimously agree the transfer date will take effect on the July 1 of the first fiscal year following the notification date.

LEA Name	Add or Delete Row	LEA Status	Impacted SELPA Name	Impacted District, Charter, or School Name	Initiating SELPA Notification Date	SELPA Governing Board Notification Date	COE Notification Date	CDE Notification Date	Agreed Upon Effective Fiscal Year
Big Valley		Delete This Row	N/A						
Fort Sage		Delete This Row	N/A						
Janesville Union Elementary		Delete This Row	N/A						
Johnstonville Elementary		Delete This Row	N/A						
Lassen Union High		Delete This Row	N/A						
Long Valley		Delete This Row	N/A						
Ravendale-Termo Elementary		Delete This Row	N/A						
Richmond Elementary		Delete This Row	N/A						

DRAFT
DO NOT DISTRIBUTE

Attachment VII

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

LEA Name	Add or Delete Row	LEA Status	Impacted SELPA Name	Impacted District, Charter, or School Name	Initiating SELPA Notification Date	SELPA Governing Board Notification Date	COE Notification Date	CDE Notification Date	Agreed Upon Effective Fiscal Year
Shaffer Union Elementary		Delete This Row	N/A						
Susanville Elementary		Delete This Row	N/A						
Thompson Peak Charter		Delete This Row	N/A						
Westwood Unified		Delete This Row	N/A						
Lassen County Office of Education		Delete This Row	N/A						

DRAFT
DO NOT
DISTRIBUTE

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 3: County Office of Education

IMPORTANT: Certification 3 is required when the information being submitted to the California Department of Education (CDE) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

I certify the attached Local Plan section(s) as submitted with this certification are approved by the county office of education (COE). I further assure the Local Plan section(s) being submitted meet(s) all applicable requirements of state and federal laws; policies and procedures including compliance with the Individuals with Disabilities Education Act (IDEA); and is/are included in a coordinated system of all Local Plans (as applicable) to ensure all students with disabilities 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 districts, community schools operated by the COE, and juvenile court schools, will have access to appropriate special education programs and related services.

Cert 3-1. All LEAs within the county have elected to participate in this SELPA Local Plan.

☑ *Yes* ☐ No

Cert 3-2. The SELPA Local Plan section(s) as specified herein was approved by the COE pursuant to *EC* Section 56140(b).

☑ Yes ☐ No

If "Yes," the COE must enter comments and recommendations here:

Approved April 18, 2023 at the SELPA Board Meeting. Recommendations: SELPA members will follow the proposed budget and expenditures for special education.

Cert 3-3. Special Education Local Plan Area Governance Structure

The COE certifies the SELPA is a:

☐ Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or

☑ Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or

☐ COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

SELPA Lassen County SELPA **Fiscal Year** 2023–24

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 3-4. The COE ensures the SELPA submitting the Local Plan meets one of the following conditions:

Single-LEA SELPA

The COE ensures the Single LEA SELPA has established a written procedure for the ongoing review of programs conducted, and procedures utilized under the Local Plan, and a mechanism for correcting any identified problem related to the regionalized service to local programs, including, but limited to, all of the services identified in California *Education Code* (*EC*) 56195.7(c). *EC* sections 56027, 56195, 56195.7(c) and (j)(1), and 56205; *OR*

Multiple LEA SELPA or COE joined SELPA

The COE ensures the Multiple LEA SELPA or COE joined SELPA has a written agreement entered into by entities participating in the Local Plan that includes a provision for ongoing review of programs conducted, and procedures utilized, under the Local Plan, and a mechanism for correcting any identified problem. *EC* 56195.1 and 56195.7

☑ Yes ☐ No

Cert 3-5. The county superintendent ensures the Local Plan, including amendments, is posted on the COE web site, or includes a link to the Local Plan.

☑ Yes ☐ No

Special Education Local Plan Area (SELPA) Local Plan Certification 3

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Web address where the SELPA Local Plan, including all sections, is posted.

http://www.lcoe.org/Departments/Special-Education/Local-Plan

Authorized Signature

Patricia Gunderson

COE Superintendent

Apr 18, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 4

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 4: Community Advisory Committee

IMPORTANT: Certification 4 is required when the information being submitted to the California Department of Education (CDE) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan and/or Section E: Annual Service Plan.

Cert 4-1. Community Advisory Committee Participation

The Community Advisory Committee (CAC), advised the SELPA during the development, amendment, and review of the Local Plan. The process involved a schedule of regular consultations regarding policy and budget development. California *Education Code* sections 56194 and 56205(a)(12)(E).

☑ Yes ☐ No (If the answer is "NO," please include comments.)

Cert 4-2. Community Advisory Committee Review Timeline

The CAC had at least 30 days to conduct a review of the completed Local Plan. This review was done prior to Local Plan being submitted to the COE and CDE.

☑ Yes ☐ No (If the answer is "NO," please include comments.)

Cert 4-3. Community Advisory Committee Comments

The CAC provided written comments to the SELPA regarding this Local Plan submission.

☑ Yes ☐ No (If the answer is "NO," please include comments.)

I certify the information presented herein is an accurate representation of the CAC's involvement in the development and/or amendment of the Local Plan.

Authorized Signature

Amanda Michel	**February 7, 2023**
CAC Chairperson	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA Big Valley Joint Unified School District

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

☐ Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or

☑ Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or

☐ COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

http://lcoe.org/Departments/Special-Education/Local-Plan

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

1. All district and charter LEAs must sign a Certification 5 if the Local Plan submission is for an annual amendment (due June 30) for Sections D: Annual Budget Plan, or Section E: Annual Services Plan.
2. If the submission is an amendment to Local Plan Section D: Annual Budget Plan and/or Section E: Annual Service Plan submitted during fiscal year 2022–23, then only the newly affected LEAs are required to submit Certification 5 with the amendment(s).
3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

Paula Silva	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA Fort Sage Unified School District

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

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- ☐ COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

http://lcoe.org/Departments/Special-Education/Local-Plan

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

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3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

Bryan Young	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA Janesville Union School District

Cert 5-1. Special Education Local Plan Area Governance Structure

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For a multiple LEA SELPA or a COE joined SELPA

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I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

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Cert 5-2. Local Educational Agency Local Plan Web Posting

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Web address where the SELPA Local Plan, including all sections, is posted.

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Authorized Signature

Samia Merza	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

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LEA Johnstonville Elementary School District

Cert 5-1. Special Education Local Plan Area Governance Structure

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For a multiple LEA SELPA or a COE joined SELPA

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

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Cert 5-2. Local Educational Agency Local Plan Web Posting

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Web address where the SELPA Local Plan, including all sections, is posted.

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Authorized Signature

Dr. Scott Smith	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

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LEA Lassen County Office of Education

Cert 5-1. Special Education Local Plan Area Governance Structure

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

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Cert 5-2. Local Educational Agency Local Plan Web Posting

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Web address where the SELPA Local Plan, including all sections, is posted.

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Authorized Signature

Patricia A. Gunderson	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

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LEA Lassen Union High School District

Cert 5-1. Special Education Local Plan Area Governance Structure

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

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Authorized Signature

Morgan Nugent	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

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LEA Long Valley

Cert 5-1. Special Education Local Plan Area Governance Structure

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

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Authorized Signature

Sherri Morgan	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

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LEA Richmond Elementary School District

Cert 5-1. Special Education Local Plan Area Governance Structure

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

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Authorized Signature

Jan DeMers	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

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LEA Ravendale-Termo Elementary School District

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

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Authorized Signature

Jason Waddell	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA Shaffer Elementary School District

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

- ☐ Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or
- ☑ Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or
- ☐ COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

http://lcoe.org/Departments/Special-Education/Local-Plan

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

1. All district and charter LEAs must sign a Certification 5 if the Local Plan submission is for an annual amendment (due June 30) for Sections D: Annual Budget Plan, or Section E: Annual Services Plan.
2. If the submission is an amendment to Local Plan Section D: Annual Budget Plan and/or Section E: Annual Service Plan submitted during fiscal year 2022–23, then only the newly affected LEAs are required to submit Certification 5 with the amendment(s).
3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

Josh Blackburn	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA Susanville School District

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

☐ Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or

☑ Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or

☐ COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

http://lcoe.org/Departments/Special-Education/Local-Plan

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

1. All district and charter LEAs must sign a Certification 5 if the Local Plan submission is for an annual amendment (due June 30) for Sections D: Annual Budget Plan, or Section E: Annual Services Plan.
2. If the submission is an amendment to Local Plan Section D: Annual Budget Plan and/or Section E: Annual Service Plan submitted during fiscal year 2022–23, then only the newly affected LEAs are required to submit Certification 5 with the amendment(s).
3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

Jason Waddell	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA Thompson Peak

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

- ☐ Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or
- ☑ Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or
- ☐ COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

http://lcoe.org/Departments/Special-Education/Local-Plan

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

1. All district and charter LEAs must sign a Certification 5 if the Local Plan submission is for an annual amendment (due June 30) for Sections D: Annual Budget Plan, or Section E: Annual Services Plan.
2. If the submission is an amendment to Local Plan Section D: Annual Budget Plan and/or Section E: Annual Service Plan submitted during fiscal year 2022–23, then only the newly affected LEAs are required to submit Certification 5 with the amendment(s).
3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

Sherri Morgan	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA Westwood Unified School District

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

- ☐ Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or
- ☑ Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or
- ☐ COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA Lassen County SELPA **Fiscal Year** 2023–24

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

http://lcoe.org/Departments/Special-Education/Local-Plan

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

1. All district and charter LEAs must sign a Certification 5 if the Local Plan submission is for an annual amendment (due June 30) for Sections D: Annual Budget Plan, or Section E: Annual Services Plan.
2. If the submission is an amendment to Local Plan Section D: Annual Budget Plan and/or Section E: Annual Service Plan submitted during fiscal year 2022–23, then only the newly affected LEAs are required to submit Certification 5 with the amendment(s).
3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

Randy Bobby	**Apr 18, 2023**
LEA Superintendent/Chief Administrator	Date

SELPA | Lassen County SELPA | Fiscal Year | 2023–24

LOCAL PLAN

Section A: Contacts and Certifications

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

Special Education Division

2023–24 Local Plan Annual Submission

SELPA | Lassen County SELPA | Fiscal Year | 2023–24

Contact Information and Certification Requirements

A1. Check the box or boxes that best represents the SELPA's Local Plan submission to the California Department of Education (CDE):

☐ *NEW* SELPA (for proposed multiple Local Educational Agency (LEA) SELPA, or COE joined SELPA only)

☑ Local Plan Section B: Governance and Administration

- Local Plan Section B
- Certifications 1, 3, 4 and 5 are required
- Attachment I is required. Note: Additional attachments may be required if the amendment affects the services or funding associated with the Local Plan

☑ Local Plan Section D: Annual Budget Plan

☐ Select if this Local Plan Section D submission was revised after June 30th due date

- Local Plan Section D
- Certifications 2, 3, 4 and 5 are required
- Attachments I-V are required
- If the submission is an amendment of special education revenues and/or expenditures previously reported to the CDE due to changes in services and programs provided by LEAs within the SELPA, then the SELPA must also submit an amendment for Local Plan Section E: Annual Service Plan, along with Attachment VI and VII.

☑ Local Plan Section E: Annual Service Plan

☐ Select if this Local Plan Section E submission was revised after June 30th due date

- Local Plan Section E
- Certifications 2, 3, 4 and 5 are required
- Attachments I and VI are required
- If the submission is an amendment of programs and services previously reported to the CDE that affect the allocation of special education funds to LEAs within the SELPA, then the SELPA must also submit an amendment for Local Plan Section D: Annual Budget Plan, along with Attachments II-V and VII.

☑ Local Educational Agency Membership Changes

- Requires amending Local Plan Section D
- Requires amending Local Plan Section E
- Certifications 2, 3, 4 and 5 are required
- Attachments I-VII are required
- If the change in membership constitutes a change to the SELPA governance and/or administration, then the SELPA must also submit an amendment for Local Plan Section B: Governance and Administration, as well as, Certification 1.

A2. SELPA Identification

Enter the 4-digit SELPA code issued by the CDE. SELPA codes can be found on the CDE website located at http://www.cde.ca.gov/sp/se/as/caselpas.asp.

SELPA 1800

A3. SELPA Administrator Contact Information

Enter address information for the SELPA. Include current SELPA administrator contact information. NOTE: SELPA administrator position changes do not require amendments to the Local Plan. However, in such cases the new SELPA administrator assumes the responsibility for the contents and implementation of the last approved Local Plan filed with the CDE.

SELPA Name	Lassen County SELPA		
Street Address	472-013 Johnstonville Road North	Zip Code	96130
City	Susanville	County	Lassen
Mailing Address	472-013 Johnstonville Road North		
City	Susanville	Zip Code	96130
Administrator First Name	Jan	Administrator Last Name	DeMers
Administrator Title	Assistant Superintendent/SPED		
Administrator's Email	jdemers@lcoe.org		
Telephone	(530) 251-8777	Extension	

A4. Administrative Entity (Responsible Local Agency or Person (as applicable) Contact Information

Section A: Contacts and Certifications

SELPA	Lassen County SELPA	Fiscal Year	2023–24

Enter information for the current administrative entity. This is the responsible local agency or, an administrative unit for a multiple LEA SELPA or COE joined SELPA; or an identified responsible person for a single LEA SELPA. In either case, the administrative entity identified is responsible for the implementation and/or fiscal administration of the Local Plan.

Administrative Entity Name	Patricia Gunderson RLA/AU Authorized Agent Lassen Co. SELPA		
Street Address	472-013 Johnstonville Road North	Zip Code	96130
City	Susanville	County	Lassen
Contact First Name	Jan	Last Name	DeMers
Contact Title	Assistant Superintendent/SPED		
Email	jdemers@lcoe.org		
Telephone	(530) 251-8777	Extension	

Special Education Local Plan Area Review Requirements

Community Advisory Committee

A5. Pursuant to California *Education Code* (*EC*) sections 56194(a) and (b); and 56205(a)(12)(E) and (b)(7), the SELPA must involve the Community Advisory Committee (CAC) at regular intervals during the development and review of each Local Plan section. The SELPA collaborated with the CAC throughout the development, amendment, and review of all Local Plan sections included with this submission?

☑ Yes ☐ No

A6. Pursuant to *EC* Section 56207(b)(7), the Local Plan section(s): Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan must be provided to the CAC for final review 30 days prior to the plan being submitted the CDE.

The Local Plan was submitted to the CAC on: Feb 23, 2023

County Office of Education

A7. Pursuant to *EC* sections 56140, 56195.1(c), and 56205, within 45 days, the COE, or COEs (as applicable) must approve or disapprove any proposed Local Plan, including any amendment submitted by a SELPA within the county or counties. Enter the COE or COEs responsible for,

coordinating special education services within a county, reviewing, and approving the Local Plan.

Select the "Add COE" button to add additional COEs as needed. Users my select the "checkbox" next to the COE entry and the "Delete COE" to remove entries as necessary.

☑ COE responsible for approving the Local Plan

Lassen County Office of Education

Local Plan section(s) was/were provided to the COE(s) listed for approval on Apr 18, 2023

Add COE Delete COE

Public Hearing Requirements

Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plans

Public Hearing notices must be posted at each school site informing the public of the SELPA Public Hearing for the adoption of Local Plan Section D: Annual Budget Plan, and/or Local Plan Section E: Annual Service Plan at least 15 days before the hearing. Evidence of the posting should be maintained and made available to the CDE upon request.

A8. Local Plan Section D: Annual Budget Plan Public Hearing

Most Recent School Site Posting Date Apr 18, 2023

SELPA Public Hearing Date Apr 18, 2023

A9. Local Plan Section E: Annual Service Plan Public Hearing

Most Recent School Site Posting Date Apr 18, 2023

SELPA Public Hearing Date Apr 18, 2023

Submitting the Local Plan to the California Department of Education

STEP 1: Contacts and Certifications

Section A is required when submitting any and all Local Plan sections to the CDE for approval. Certifications and applicable attachments associated with the type of submission identified in item A1 above must be included with each submission.

STEP 2: SELPA Governance Structure

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

A10. For the purposes of special education, the governing board of a district/charter LEA must elect to participate in a SELPA. The SELPA's governance structure is defined by this election. The SELPA meets requirements and has elected the following governance structure for the Local Plan. Select one of the following three choices:

- ☐ Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or
- ☑ Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or
- ☐ COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

STEP 3: Prior Submissions

A11. Enter the fiscal year of the previously submitted Local Plan section:

Section B: Governance and Administration	2021-22
Section D: Annual Budget Plan	2021-22
Section E: Annual Service Plan	2021-22

STEP 4: Local Plan Collaboration

A12. Many representatives of the community are involved in the development of all sections of a Local Plan. In this table, report the participation of key stakeholders required to participate in regular meetings by *EC* sections 56001(f) and 56192 including administrators, general education teachers, special education teachers, members of the CAC, parents selected by the CAC, or other persons concerned with individuals with exceptional needs. Include the agency, first and last name, the title of each participant who was involved in the collaboration in the development of the Local Plan sections, and the section worked on. Select the "Add" button to insert a new row and the "-" button to delete the corresponding row.

Add	Agency	First and Last Name	Title	Section
-	Lassen CAC	Amanda Michel	Parent	Multiple
-	Lassen CAC	Jamie Schultze	Parent	Multiple
-	Lassen CAC	Melanie Peason	Parent	Multiple

Section A: Contacts and Certifications

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

Add	Agency	First and Last Name	Title	Section
-	Lassen CAC	Jenna Kister	Parent	Multiple
-	Lassen COE - Business	Courtney Russell	Other	Multiple
-	Lassen County SELPA	Patricia Gunderson	Administrator-Gen. Ed.	Multiple
-	Lassen County SELPA	Jan DeMers	Administrator-Spec. Ed.	Multiple

STEP 5: Certifications

A13. Select the check box below to indicate which of the five certifications are being submitted. Include the total number of each type of certification being submitted.

- ☑ Certification 1: SELPA Local Plan Section B: Governance and Administration
- ☑ Certification 2: SELPA Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plan
- ☑ Certification 3: COE (Required for all SELPA Local Plan Sections B, D, and E)

  Number Submitted: 1
- ☑ Certification 4: CAC (Required for all SELPA Local Plan Sections B, D, and E)
- ☑ Certification 5: LEA (Required for all SELPA Local Plan Sections B, D, and E)

  Number Submitted: 13

STEP 6: Electronic Signatures

A14. All applicable certifications must be electronically signed and included with the Local Plan.

STEP 7: Final Check

- All certifications submitted to the CDE must be electronically signed.
- Local Plan must be submitted to the CDE using the SELPA's assigned Box.com web address.
- In order to facilitate the timely processing, approval, and distribution of SELPA funding, please submit the Local Plan in the original, CDE-approved format. All templates are coded for the CDE's record keeping purposes.
- Handwritten, scanned, or modified templates remove the coding from the fields and impede the CDE's processing of the Local Plan. In such cases, SELPAs may be required to resubmit

handwritten, scanned, or modified Local Plans that are not saved in the original 2022–23 CDE Local Plan Submission template provided, resulting in a delay in approval and funding.

Section A: Contacts and Certifications

SELPA | Lassen County SELPA | Fiscal Year | 2023–24

Certification 1
Local Plan Section B: Governance and Administration

IMPORTANT: Certification 1 is required when the information being submitted to the CDE is related to Local Plan Section B: Governance and Administration.

I certify the attached Governance and Administration Local Plan section has been adopted by all LEA members listed in Attachment I and is the basis for the operation and administration of special education programs. I further assure the agency(ies) represented herein 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 (IDEA), Title 20 of *United States Code* (*USC*) 1400 et seq., implementing regulations under; the Federal Rehabilitation Act of 1973, 29 *USC,* Chapter 16 as applicable; the Federal Americans with Disabilities Act of 1990, 42 *USC,* 12101 et seq.; *Code of Federal Regulations,* Title 34, Parts 300 and 303; *EC* Part 30; and the *California Code of Regulations,* Title 5, Chapter 3, Division 1.

C1-1. I certify the SELPA governance and administrative structure as a:

☐ Single LEA SELPA ☒ Multiple LEA SELPA ☐ COE Joined SELPA

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

C1-2. The SELPA collaborated with the CAC throughout the development, amendment, and review of all Local Plan sections included with this submission?

☒ Yes ☐ No (If the answer is "NO," please include comments.)

C1-3. The SELPA reviewed and considered comments provided by the CAC regarding this Local Plan submission.

☒ Yes ☐ No (If the answer is "NO," please include comments.)

Section A: Contacts and Certifications

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

C1-4. Specific web address where the SELPA Local Plan, including all sections, is posted.

http://www.lcoe.org/Departments/Special-Education/Local-Plan

Lassen County SELPA	**Apr 18, 2023**
Administrative Entity*	Date
Patricia Gunderson	**Apr 18, 2023**
SELPA Governance Council or Responsible Individual	Date
Jan DeMers	**Apr 18, 2023**
SELPA Administrator	Date

*If the Local Plan represents a single LEA SELPA, then the responsible individual identified in item A4 of Section A must sign here. If the Local Plan represents a multiple LEA SELPA, or a COE joined SELPA, then the administrative entity's designee identified in item A4 of Section A must electronically sign here.

SELPA | Lassen County SELPA | Fiscal Year | 2023–24

Certification 2
Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plan

IMPORTANT: Certification 2 is required when the information being submitted to the CDE is related to Local Plan Section D: Annual Budget Plan and/or Section E: Annual Service Plan.

I certify the attached Local Plan Section Section D: Annual Budget Plan and/or Section E: Annual Service Plan was/were adopted at a SELPA public hearing(s) and is/are the basis for the operation and administration of special education programs specified herein. I further assure the LEAs identified in Attachment I will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the *I*ndividuals with Disabilities Education Act (IDEA), Title 20 of *United States Code* (*USC*) 1400 et seq., implementing regulations under; the Federal Rehabilitation Act of 1973, 29 *USC,* Chapter 16 as applicable; the Federal Americans with Disabilities Act of 1990, 42 *USC,* 12101 et seq.; *Code of Federal Regulations,* Title 34, Parts 300 and 303; *EC* Part 30; and the *California Code of Regulations,* Title 5, Chapter 3, Division 1.

C2-1. I certify the SELPA governance and administrative structure as a:

☐ Single LEA SELPA ☒ Multiple LEA SELPA ☐ COE Joined SELPA

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

C2-2. The SELPA collaborated with the CAC throughout the development, amendment, and review of all Local Plan sections included with this submission?

☒ Yes ☐ No (If the answer is "NO," please include comments.)

C2-3. The SELPA reviewed and considered comments provided by the CAC regarding this Local Plan submission.

Section A: Contacts and Certifications

SELPA: Lassen County SELPA

Fiscal Year: 2023–24

☑ Yes ☐ No (If the answer is "NO," please include comments.)

C2-4. Specific web address where the SELPA Local Plan, including all sections, is posted.

http://www.lcoe.org/Departments/Special-Education/Local-Plan

Lassen County SELPA	**Apr 18, 2023**
Administrative Entity*	Date
Patricia Gunderson	**Apr 18, 2023**
SELPA Governance Council or Responsible Individual	Date
Jan DeMers	**Apr 18, 2023**
SELPA Administrator	Date

*If the Local Plan represents a single LEA SELPA, then the responsible individual identified in item A4 of Section A must sign here. If the Local Plan represents a multiple LEA SELPA, or a COE joined SELPA, then the administrative entity's designee identified in item A4 of Section A must electronically sign here.

Special Education Local Plan Area (SELPA) Local Plan

SELPA Lassen County SELPA **Fiscal Year** 2023-24

LOCAL PLAN

Section B: Governance and Administration

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

Special Education Division

CDE Form Version June 2022

SELPA | Lassen County SELPA | Fiscal Year | 2023-24

B. Governance and Administration

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

Participating Local Educational Agencies

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

Special Education Local Plan Area—Local Plan Requirements

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

The Lassen County Special Education Local Plan Area (SELPA) is composed of 12 LEAs (including Charter School LEAs) within the geographic area of the Lassen County and the Lassen County Office of Education. These LEAs have joined in a cooperative plan to provide special education programs and services for all individuals with disabilities, birth through the age of 22, who resides in Lassen County or who reside outside Lassen County but attend schools within Lassen County. The Lassen County Office of Education has been designated the Administrative Unit (AU). (ED Code Section 56195.1 (c))

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

The Lassen County SELPA board governing body consists of superintendents representing each LEA, including authorized charter LEAs, and the Superintendent of Lassen County Office of Education.

Local Education Agencies (LEAs) within Lassen County and the Lassen County Office of Education, as the Responsible Local Agency (RLA), or Administrative Unit (AU) of the SELPA, hereby join together pursuant to Education Code Section 56195 to adopt a plan in accordance with Education Code Section 56200 to assure equal access to special education and services for all eligible persons with disabilities residing in the geographic area served by theses agencies, hereafter known as the Lassen County Special Education Local Plan Area (Lassen County SELPA). In adopting the Local Plan, each participating agency agrees to carry out the duties and responsibilities assigned to it within the plan. Participating agencies may enter into additional contractual arrangements to meet the requirements of applicable federal and state laws. [EC 56195; 56195.1(c); 56195.5(a); 56195.5(b); 56205(a) (12) (D)].

The Lassen County Office of Education shall serve as the Responsible Local Agency (RLA) or

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Administrative Unit (AU) for the SELPA and perform the following functions:

1. The AU is designated to receive and distribute special education funds according to the locally approved Special Education Budget Allocation Plan.

2. The AU employs staff to support SELPA functions.

3. The AU oversees the coordination of the Local Plan.

In adopting the SELPA Local Plan, each participating LEA agrees to carry out the duties and responsibilities assigned to it within the plan. Each LEA governing board and the Lassen County Office of Education shall have authority over the programs it directly maintains consistent with the Local Plan. Regional programs are operated on behalf of the SELPA by the AU and maintains the oversight according to SELPA policies and procedures.

Each agency shall provide special education and services to all eligible students within its boundaries or who reside outside Lassen County but attend schools within Lassen County, including students attending charter schools where an LEA of the SELPA has granted that charter. Charter schools with LEA status in the SELPA are responsible for special education services. In addition, each agency shall cooperate to the maximum extend possible with other agencies to serve individuals with disabilities who cannot be served in the LEA of residence program. Such cooperation ensures that a range of program options are available throughout Lassen County.

The county office or LEAs may enter into agreements to provide service to pupils in special education programs maintained by other districts or counties and may include within their special education programs pupils residing in other districts or counties.

The Governing Boards of LEAs in Lassen County shall adopt policies and procedures for special education programs and services provided in the Lassen County SELPA. Such policies and procedures shall include, but not be limited to, assurances in all areas as required by federal and state statues. [ED 56205 (a)(12)(D)(i)]. Responsibilities of the governing boards include, but are not limited to:

1. Approve the Local Plan and revisions to the Local Plan for the Lassen County SELPA.

2. Participate in the governance of the Lassen County SELPA by empowering their superintendent or designee to act as their agent in the approval and amendment of policies and procedures.

3. Ensure compliance with all elements of the Local Plan.

4. Cooperate with the Governing Boards of participating LEAs to assure the availability of appropriate services to eligible individuals regardless of district of accountability.

5. Provide suitable housing for special education programs maintained by the LEA.

6. Operate local programs consistent with state and federal law and regulations and policies and procedures approved for the SELPA. [ED 56195.5(a)]

7. Annually review and approve special education programs and services of the LEA.

8. Develop and adopt policies for the operation of the LEA, which are consistent with those of the SELPA, and which promote the concept to ensure access to appropriate programs and services for all children with disabilities.

9. Appoint members to the Lassen County Community Advisory Committee.

10. Review formal complaints forwarded by the respective LEA superintendents as outlined in the LEA's Uniform Complain Procedures.

11. Address questions and concerns of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the Local Plan. [ED 56205(b)(4)]

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

The SELPA Director, under the direction of the SELPA Board Council members provides administrative support and coordination of the implementation of the Local Plan. Each participating LEA agrees to carry out the responsibilities and functions assigned in the Local Plan.

The Local Plan, or amendments to the Plan, regional policy making or amending regional policies shall be affected utilizing a majority of votes in the quorum, except when a weighted vote applies.

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

The Lassen County Office of Education (LCOE) is designated as the official administrative unit (AU) to assure the implementation of the Local Plan and SELPA policies and agreements, in cooperation with participating LEAs. The distribution of the federal and state funds is the responsibility of the Lassen County SELPA AU in accordance with the Lassen County SELPA's Funding Allocation Plan and policies, agreements, and procedures. The Lassen County SELPA Director is employed by the AU Superintendent. Employment, supervision, evaluation, and

discipline follow the LCOE Human Resources Standard Operating Procedures.

SELPA regional program staff members are employed by the AU upon recommendation from the Lassen County SELPA Director. Supervision, evaluation, and discipline of the Lassen County SELPA regional staff employed by the AU in support of the Local Plan shall be the responsibility of the Lassen County SELPA Director. The County Office of Education is a member of the SELPA Governing Board and is the Administrative Unit for the Lassen County SELPA.

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 agency. In the event there are differences of opinions and/or positions on issues, the SELPA Director will assist the parties in reaching a reasonable solution of the issues(s).

The SELPA Director shall implement the Local Plan including the following regionalized services and operations: [ED 56836.23, ED 56205(a)(12)(B)]

The SELPA Director's responsibilities include:

1. Provides information, resources, and recommendations to the Administrative Council.
2. Plans, organizes, and directs the activities and function of various Special Education programs and the SELPA, serves as Case Manager during legal inquiries; assures Special Education programs and services are provided for individuals with exceptional needs.
3. Coordinates and monitors the implementation of the Local Plan and evaluates compliance of SELPA services in relation to state and federal laws and regulations and SELPA policies, guidelines, and bylaws.
4. Assists in the recruitment, selection, and recommendation for hiring personnel.
5. Prepares regional special education, state, federal, and local reports and waivers as required.
6. Coordinates services to disabled students with district and other local public and nonpublic agencies and schools through development of procedural handbooks, negotiation of agreements, understandings, and ongoing dialogue.
7. Develops and monitors regionalized services budgets, and allocates and distributes regionalized services funds.
8. Responsible for the fiscal administration of the annual SELPA budget plan, allocation of state and federal funds and completing any reporting and accounting requirements as required by state and federal law. This includes assuring the legal expenditure of funds that adequately support the required Special Education services while protecting the public's interest in how tax dollars are expended.
9. Supervises the preparation of required attendance and enrollment reports and similar data necessary for the reimbursement of funds, collection of tuition for out-of-district students and similar fiscal matters.
10. Maintains and modifies, as necessary, a Management Information System to be utilized by the districts in the referral, assessment, program planning, placement, and evaluation of special education students.
11. Provides direction and support as requested during mediation, compliance complaint, and due process procedures.

12. Develops and implements a plan providing staff development opportunities to staff, parents, community, agencies, and others.
13. Directs staff and allocates resources to develop and maintain Procedural Safeguards, Individual Education Plans, and other necessary or required SELPA-level forms or publications.
14. Serves as the SELPA representative to the Northeastern Counties Special Education regional meetings and State SELPA Director meetings.
15. Provides staff to assist districts and parents in resolution of issues and to provide requested support, services, and resources.
16. Collects information for the Office of Civil Rights (OCR), Coordinated Compliance Review (CCR), due process and/or complaint findings; implements and monitors corrective actions of rulings by OCR, fair hearing, due process, and complaints.
17. Maintains current records and information regarding SELPA programs and services, and maintains records (minutes) of SELPA, Community Advisory Committee (CAC), and committee meetings and decisions. Participates and coordinates CAC meetings, acts as a liaison between the CAC and the SELPA Governing Board, shares information and recommendations between the two groups.
18. Develops, posts, and distributes, as per the Brown Act, the agendas for all meetings related to SELPA business in cooperation with the Administrative Council Chairperson.
19. Coordinates the system of identification and assessment process and system of procedural safeguards
20. Participates in individualized education program team meetings in school districts as necessary.
21. Coordinates and facilitates placement of student in programs outside their district accountability.
22. Oversee the overall operation and delivery of Special Education services in Lassen County, assisting with legal mandates and that services are provided in a fiscally responsible manner.
23. Provides information, resources, and recommendations to the Administrative Council.
24. Recommends changes to the delivery of Special Education services, when appropriate.
25. Provides effective communication to school staff, parents, and agencies regarding changes and current trends in Special Education.
26. Assists administrators, school staff, parents, students, agencies and the general public regarding concerns.
27. Serves as the SELPA representative to the State SELPA Directors meetings, State SEACO meetings and to northeastern counties Special Education regional meetings. Participates in and represents the Lassen County SELPA at various meetings, interagency activities and public functions.

28. Is the Special Education Transportation Director, which includes: Oversees the development of bus schedules for Special Education students; Provides support to the transportation staff; Monitoring of the Alcohol and Drug testing program; Oversees the purchasing and maintenance of vehicles used to transport students; Investigates student/driver/parent complaints; Maintains records and prepares reports as required by the California Department of Education and California Highway Patrol (CHP).
29. Attends IEP meetings as the Administrator for designated special education programs (SH/Preschool) or other IEP meetings upon request.
30. Complete staff evaluations, as assigned, following approved evaluation procedures and make recommendations to the County Superintendent regarding probationary employees.
31. Assists with new staff to support their successful implementation of special education programs.
32. Review and process various paperwork in support of staff and programs (time-slips, expense forms,

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requisitions, etc.).
33. Performs other duties as directed by the Administrative Council and/or the Lassen County Superintendent of Schools.
34. Coordination of career and vocational education and transition services.
35. Coordinated system of data collection and management.
36. Coordination of inter-agency agreements.

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

(•) Yes ( ) No

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

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

The Lassen County SELPA has established a Community Advisory Committee (CAC) in accordance with EC Section 56190, which consists of parents of individuals with exceptional needs enrolled in public or privates schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers, and other school personnel, representatives of other public and private agencies, and person concerned with the needs of individuals with exceptional needs. Feedback and involvement from the CAC is an important component of the development of the Local Plan. The requirements for the Local Plan are shared with the CAC and meeting dates focused on reviewing, discussing and receiving feedback are created and shared.

The scheduling of two meeting dates are identified to review and read the local plan during its development with the CAC to receive feedback and suggestions prior to the plan going to the Lassen County SELPA Governing Board for final approval.

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

The Lassen County SELPA regularly seeks out guidance, input and feedback from individuals from LEAs including representation from General Education, Special Education, Administration and parent members of the CAC. All of these groups are informed and encouraged to attend meetings dedicated to the development of the Local Plan.

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

It is the intent of the Lassen County Special Eduction Local Plan Area that the Lassen County Office of Education function as the SELPA administrative Unit (AU), sometimes referred to as the Responsible Local Agency (RLA). In this capacity, the AU shall be responsible for performing the following functions:

1. Coordinate the governance, administration, and implementation of the Local Plan;

2. Receive funds that fall under SELPA authority;

3. Provide regionalized and other support services;

4. Directly operate special education programs and services as determined by the SELPA governance;

5. Distribute federal local assistance funds, and state aid funds to assist LEAs to provide special education services and programs in accordance with the Annual Budget Plan and Annual Service Plan

6. Maintaining accountability for the SELPA AU budget and expenditures in accordance with state and federal required and administrative council recommendations

7. Coordinating with, and auditing the participating LEAs, the certification of fiscal, attendance, transportation, and student management information system (CALPADS)

8. Certifying that each participating LEA meets all applicable state and federal laws pertaining to the education of individuals with disabilities

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

The Lassen County Office of Education, as the Administrative Unit of the SELPA, shall assure that all functions as listed below are performance in accordance with the governing structure and processes as described in the Local Plan:

1. Coordination and implementation of the SELPA's Local Plan

2. Assist LEAs in the development/implementation of policies and procedures to assure

procedural safeguards for individuals with exceptional needs and their parents including *assurance of equal access to all programs and services in the SELPA region based on individual assessed need, *advice to parents on the availability of free or low-cost legal services and sources from which independent assessments can be obtained, *the development of resolution processes for complaints and the correction of identified compliance concerns, *the implementation of due process procedures;

3. Develop and facilitate the implementation of coordinated systems for identifying, referring, and assessing individuals with exceptional needs, determining eligibility for the provision of special education services, developing individualized education programs for those found eligible for special education services, determining appropriate educational placements for individuals, and reviewing the progress of such individuals in those programs and placements;

4. Implement a coordinated system of personnel development, including parent education programs;

5. implement a coordinated system of curriculum development and alignment with the respective areas of the core curriculum;

6. Implement a coordinated system of internal program review including the coordination of the SELPA's self-review for compliance with state and federal special education requirements;

7. Implement a coordinated system of date collection and maintenance of management information;

8. Implement a coordinated system for the evaluation of the Local Plan's effectiveness;

9. Coordinate interagency agreements;

10. Coordinate services to medical facilities, licensed children's institutions, and family foster homes;

11. Coordinate services provided by certified non-puplic schools and agencies;

12. Serve as liaison to the State Department of Education and prepre progrm and fiscal report required of the SELPA;

13. Fund the incidental expenses of, and provide logistical support to, the Community Advisory Committee;

14. Coordinate the specialized transportation within the SELPA;

15. Assure a full educational opportunity for all disabled children birth to 22 years of age;

16. Receive and distribute funds for the support of special education programs and services;

17. Coordinate career and vocational education and transition services;

18. Though the use of support personnel, provide direct instructional program support to staff;

19. Provide necessary regionalized and other support services throughout the SELPA;

20. Facilitate the development, implementation, and revision of the Local Plan

10. For multi-LEA local plans, specify:

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

Each district Governing Board, in adopting the Local Plan, adopts the SELPA policies and procedures contained therein. District Governing Boards also participate in the governance of the Lassen County SELPA through their designated representative to the Administrative Council. The Governing Boards provide the Administrative Council with the authority to act as the board designee to approve and amend policies as necessary.

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

School district superintendents are directly responsible to the Governing Boards of their respective school districts. The superintendent of each participating local school district is respponsible for assuring the provision of appropriate special education programs and services for students with disabilities for who the district is responsible in accordance with the policies, agreements, and procedures established by the Governing Board and those described in the Local Plan. The specific functions of the district superintendents necessary for carrying out the responsibility include, but are not necessarily limited to:

1. Participates, or appoints a designated representative of the educational agency to participate, as a member of the Administrative Council and carrying out the functions of the Administrative Council as described in the Local Plan;

2. Acts as a liaison between the district Governing Board and the Administrative Council;

3. Provides leadership within the district in support of special education programs and services;

4. Assure the compliant implementation of the Local Plan and the provision of services to individuals with exceptional needs within the educational agency in accordance with their IEPs;

5. Advises the district Governing Board of policies adopted by the Administrative Council;

6. Recommends to the district Goberning Board the development and adoption of local policies for special education programs and services;

7. Recommends to the district Governing Board and revisions of special education programs and services which are necessary to meet the changing needs of the district and which should be considered in the SELPA budget planning process;

8. Implements fiscal and budgetary procedures which assure that funds apportioned to the education agency under Part 30 of the Education Code and Part B of the Individuals with Disabilities Education Act are expended exclusively for the purposes for which they were intended and are not used in a manner which supplants the use of local resources except as provided by state and federal law;

9. Develops and maintains fiscal accounting records and information compatible with procedures established by the Administrative Council and the Lassen County Office of Education and in a manner that facilitates an audit by a certified public accountant, the California Department of Education or the Administrative Council;

10. Assures that necessary pupil, program and fiscal data is submitted to the SELPA Administrator in a timely manner;

11. Supports and cooperates in SELPA regional activities, such as:

a. personnel development;

b. coordination of curriculum;

c. state and federal reporting;

d. program evaluation;

e. student management information systems

12. Provides administrative support for all special education programs and services in the education agency;

13. Ensure that all special education students attending district schools, enrolled in district or county operated programs, are placed in the least restrictive environment and are provided mainstream opportunities as indicated in their IEPs;

14. Consults with the SELPA Administrator regarding actions involving due process filings, complaints or major programmatic changes affecting the SELPA;

15. Implements and monitors actions directed by administrative hearing officers or compliance officers;

16. Provides oversight to all special education programs and services within the district in order to ensure maintenance of standards and adherence to all relevant laws, rules, regulations, and policies.

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

District and county administrators of special education are responsible for the general supervision of the special education programs and services and the implementation of the Local Plan within their respective LEA. In the absence of a director, or similar position within a school district, the superintendent or designee of the LEA shall fulfill these duties. The specific functions of the administrators of special education necessary to carry out their responsibility include, but are not necessarily limited to:

1. Monitoring the assessment, instructional planning, placement and review procedures of individuals with disabilities;

2. Serving as the administrator for IEP team meetings as required per Ed. Code 56341;

3. Supervising the development and implementation of appropriate curriculum and instruction for individuals with disabilities, including modification of the general core curriculum;

4. Coordinating Child Find activities at the local level;

5. Assisting in or providing the supervision and and evaluation of special education personnel;

6. Monitoring the special education programs and services to ensure their provision in the least restrictive environment and in appropriate facilities;

7. Working cooperatively with other SELPA LEAs in the planning and implementation of the full continuum of programs and services on a regional basis;

8. Assisting in the identification of personnel development needs and in-service education programs;

9. Providing input, as necessary, relative to the development of local and SELPA-wide policies and procedures;

10. With the assistance of parents and staff, identifying potential candidates for membership on the Community Advisory Committee (CAC) to submit for Governing Board selection;

11. Coordinating California Department of Education evaluation activities within the LEA. In

addition to the above, district administrators for special education shall perform the following functions:

a. Advise the superintendent and board regarding the status, accomplishments and needs of the special education programs and services operating withing the LEA;

b. Gather, interpret and report data regarding the implementation, administration and operation of the Local Plan within the LEA;

c. Assist in or direct the development and monitoring of the special education budget for the LEA.

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

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

It is the intent of the Lassen County Special Education Local Plan Area that the Lassen County Office of Education function as the SELPA Administrative Unit (AU), sometimes referred to as the Responsible Local Agency (RLA). In this capacity, the AU will do the following:

1. Coordinate the governance, administration, and implementation of the Local Plan;

2. Receive funds that fall under SELPA authority;

3. Provide regionalized and other support services;

4. Directly operate special education programs and services ad determined by the SELPA governance;

5. Distribute Federal local assistance funds and state aid funds to assist LEAs to provide special education services and programs in accordance with the Annual Budget Plan and Annual Service Plan. The County Superintendent of Schools shall be designated as the Superintendent of the Responsible Local Agency/Administrative Unit. He/she will serve as a member of the Administrative Council and will have the general responsibility for coordiation and implementation of the Local Plan in accordance with approved policies and procedures. The Lassen County Office of Education acts as the Administrative Unit (AU) of the SELPA. The SELPA AU shall have the responsibility for employment, supervision, evaluation, and discipline of the SELPA Administrator, SELPA staff, and regionalized service personnel. The selection of such staff and evaluation procedures shall be according to SELPA AU policies and procedures.

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

All Federal and State special education funds shall be allocated to the Administrative Unit for distribution to the LEAs according to a special education funding allocation plan approved by the Administrative Council. Any changes to the allocation of Federal and State special education funds shall be made by the Administrative Council.

The governing boards of the LEAs participating in the SELPA havae agreed that students with disabilities will be provided with appropriate special education services. The Administrative Council have been designated the authority to verify the distribution of all federal and state special education funds in order for the local education agencies to carry out their responsibilities. Approval by all the LEA governing boards is required for the allocation plan to be implemented. The AU shall be responsible for the distribution of the funds according to the 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 Administrative Council shall annual review and allocate the special education funds to all the participating LEAs in the SELPA according to the allocation model descrivbed in this Local Plan.

Revenue

For the purposes of this allocation model, the base AB602 funding includes the following funding sources:

LEA 3-22 year old unit funding

Non-Public School Funding

Extended School Year

Special Education Property Taxes

Federal IDEA Funds

SELPA AB602 Funding Allocation Model: SELPA-Wide Off the Top Programs/Services

SELPA-Wide program fund distribution to the operating LEA(s) for the following special education programs is to be based on Administrative Council approved budgets. Program budgets/staff will be reviewed and approved by the Administrative Council initially in the January/February proceeding the new school year and at any point deemed necessary by the operating LEA in the current year.

FINANCIAL - State and Federal Funds

Federal Local Assistance Grant Funds, Federal Preschool Grants, and Out-of-Home Care dollars support the

regionalized programs. State AB 602 dollars are utilized to cover the remaining costs for regionalized programs, for which the Federal dollars are not sufficient, and are distributed on a per-ADA basis based upon prior-year Second Principal Apportionment (P-2) attendance, after the following "off-the-top" expenditures have been funded.

SELPA Staff/Administrative Unit

The SELPA will be staffed as follows:

- 1.0 full-time equivalent (FTE) SELPA Director/Administrator of Special Education
- 1.0 FTE Administrative Assistant

Regionalized Programs

The following regionalized programs and related services are available to all students within the SELPA and are funded "off-the-top":

- Adaptive Physical Education
- Assistive Technology
- Behavior Counselors
- Deaf/Hard-of-Hearing
- Extended School Year (ESY)
- Infant and preschool programs for SWDs
- Low Incidence Programs
- Occupational and Physical Therapy
- Orientation and Mobility
- Psychological Services
- School Nursing Services
- Specialized classes for students kindergarten through post-secondary with the most significant disabilities
- Speech and Language[1]
- Transportation

The LCOE AU is the operator of the above listed regionalized programs and employs staff supporting the Special Education programs and related services identified above.

Low incidence equipment funds are allocated pursuant to applicable state and federal laws, on a case-by-case basis, as determined by the SELPA. Low incidence funds are allocated based on requests from participating LEAs. If the requests exceed the funding available, the requests are granted on a prorated basis to the maximum extent possible with existing funds.

[1]Speech and Language Pathologist employed by Susanville SD provides services regionally. The LEA will be reimbursed for these costs. Reimbursements will be funded "off-the-top."

Extraordinary Cost Reserve

The extraordinary cost reserve will be maintained at a minimum of $1 million and used to fund costs such as:

Nonpublic School/Residential Placement/State Special School for the Deaf and Blind

Costs for any Nonpublic School (NPS), Residential, or State Special School for the Deaf and Blind placements shall be paid by the LEA with a $30,000 maximum per student per year with any additional costs incurred paid by the Extraordinary Cost Reserve.

State reimbursements for each placement will first replenish the SELPA extraordinary cost reserve. Once replenished, reimbursement will be to the LEA.

Litigation/Due Process

Vehicle/Bus Replacement

Any LEA may request emergency relief from the SELPA Board based upon their financial need.

Allocation of AB 602 Funding

After all "off-the-top" expenditures have been funded and minimum extraordinary cost reserves met, AB 602 dollars will be distributed on a per-ADA basis based upon prior-year P-2 attendance.

Revenue estimates will be given to the LEAs for budgeting purposes each spring.

Allocation of funds will be transferred quarterly to the LEAs based upon the percentage of cash received by the AU.

ADA Allocation

a. Base allocation is total SELPA funding reduced by the SELPA-Wide Off the Top allocation and Severe Program funding allocation

b. Allocation divided by SELPA-wide prior year K-12 P-2 ADA equals per ADA amount to be allocated to each LEA

Federal Infant Discretionary Funds and Federal Preschool Grant Funds

The Administrative Council has determined that federal infant discretionary services shall be provided by the LCOE AU.

The county office within the SELPA operate the federal preschool grant programs. The Administrative Council will annually review the allocation of these funds and services.

Instructional Aides

The SELPA encourages the assignment of instructional aide time to match the same allocation of Resource Specialist Services and the assignment of instructional aide/paraprofessional time to related service providers when the demand of the credentialed provider's caseload is not allowing the IEPs to be implemented.

Educationally Related Mental Health Service Revenue

LCOE AU shall receive the mental health revenue based on the yearly ADA count. The county office shall use the mental health revenue for the mandated services such as counseling, parent training, and other services that support students with emotional problems.

Lassen County Office of Education will hire qualified behavior counselors or school psychologists with expertise working with K-12 emotionally disturbed students. The person shall serve all Lassen County districts that pre-refers or identifies an emotionally disturbed student who requires educationally related mental health services.

Costs of Due Process Proceedings

The cost of due process hearings is the responsibility of the district of accountability as is the outcome, if it results in unfunded costs to the program.

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

The Governing Board of each school district maintains authority to operate those programs identified in the annual service plan compiled by the SELPA. Each school district that operates special education programs is responsible for the recruitment, hiring, direction, and supervision of personnel necessary for the operation of these programs. Each Governing Board will cooperate with the Governing Boards of other Lassen County SELPA LEAs to assure the availability of special education services to all individuals with disabilities regardless of their district of accountability.

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

It is the intent of the SELPA that the needs of students with disabilities, as identified in the IEP/IFSP, shall be met. Funds allocated for special education programs shall be used for services to students with disabilities. LEAs shall assure that funds received from Part B of the Individuals with Disabilities Education Act are used to supplement and not supplant state, local and other federal funds. To ensure the appropriate use of special education funds the following steps shall be followed by each reporting LEA: 1) Verification of the type and number of special education programs being operated; 2) Verification of the classification and number of staff assigned to special education programs; 3) Under the CDE's accounting code structure, verification that special education revenues are used for expenditures coded to appropriate special education categories; 4) Under the CDE's accounting code structure, comparing level of special education expenditures to prior year expenditures, confirming that federal maintenance of effort requirements have been met. If the current year special education program expenditures reflect a decrease from the prior year, identify the circumstances that created the decrease and the justification for maintaining the decrease under the maintenance of effort guidelines; 5) Verification that caseloads based on pupil count data (CASEMIS) support the level of staffing provided; 6) Verification that special day class enrollment counts are in alignment with special education average daily attendance as reported on the state attendance reports.

The SELPA Administrator will annually collect the information described above for each LEA operating

special education programs and report the findings to the Administrative Council. The Administrative Council will review the information, and make decisions as necessary, regarding the appropriate use of special education funds.

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

Funding for specialized books, materials, equipment, and services for identified special education students with low incidence disabilities (visually impaired, hearing impaired, and severely orthopedically impaired) shall be made available through the SELPA. The use of funds must relate to the unique educational needs resulting from a student's low incidence disability. The SELPA Administrator may allocate funds for specialized books, materials, equipment, and services to low incidence students who are: 1) enrolled in public special education or general education classrooms; 2) enrolled in a California State Special School; 3) enrolled in a certified non-public school or private school by a participating LEA; or 4) served in a student's home pursuant to an approved IEP. The primary goal for the use of these funds is to serve students in the least restrictive environment. Requests for low incidence funds must be submitted to the SELPA in writing. All requests will be reviewed and approved/disapproved by the SELPA Administrator or designee.

Policies, Procedures, and Programs

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

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

Policy/Procedure Number:	BP/AR 0430
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Board/Policies/index.html

"It shall be the policy of this LEA that a free appropriate public education is available to all children

with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school." The policy is adopted by the SELPA as stated:

◉ Yes ○ No

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

Policy/Procedure Number:	AR 0430
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Board/Policies/index.html

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

◉ Yes ○ No

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

Policy/Procedure Number:	BP/AR 6164.4
Document Title:	Identification of Individuals for Special Education
Document Location:	http://www.lcoe.org/Board/Policies/index.html

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

◉ Yes ○ No

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

Policy/Procedure Number:	AR 6159

SELPA: Lassen County SELPA | Fiscal Year: 2023-24

Document Title: Individualized Education Program

Document Location: http://www.lcoe.org/Board/Policies/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number: AR 0430

Document Title: Comprehensive Local Plan for Special Education

Document Location: http://www.lcoe.org/Board/Policies/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number: AR 6159

Document Title: Individualized Education Program

Document Location: http://www.lcoe.org/Board/Policies/index.html

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

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(●) Yes ( ) No

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

Policy/Procedure Number:	AR 6159
Document Title:	Individualized Education Program
Document Location:	http://www.lcoe.org/Board/Policies/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number:	BP/AR 5125
Document Title:	Student Records
Document Location:	http://www.lcoe.org/Board/Policies/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

"It shall be the policy of this LEA that children participating in early intervention programs under the

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

◉ Yes ○ No

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

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

◉ Yes ○ No

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

Policy/Procedure Number:	BP/AR 0430
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Board/Policies/index.html

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

◉ Yes ○ No

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

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Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-EducationLocal-Plan-Area-SELPA/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number:	AP 4112.2
Document Title:	Certification
Document Location:	http://www.lcoe.org/Board/Policies/index.html

"It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately and adequately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right

of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications." The policy is adopted by the SELPA as stated:

(•) Yes ( ) No

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

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

(•) Yes ( ) No

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

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

(•) Yes ( ) No

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17. Supplementation of State, Local, and Federal Funds: 20 *USC* Section 1412(a)(17); *EC* 56205(a)(16)

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education

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Document Location: http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number: N/A

Document Title: Comprehensive Local Plan for Special Education

Document Location: http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number: N/A

Policy/Procedure Title: Comprehensive Local Plan for Special Education

Document Location: http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

(●) Yes ( ) No

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

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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

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the SELPA as stated:

(●) Yes ( ) No

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

Policy/Procedure Number:	N/A
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.htm

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

(●) Yes ( ) No

Administration of Regionalized Operations and Services

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

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

Document Title:	Comprehensive Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
	The Lassen County Office of Education, as the Administrative Unit of the SELPA, shall assure that all functions as listed below are performed in accordance with the governance structure and processes as described in the Local Plan: 1. Coordination and implementation of the SELPA's Local Plan.

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Description:

2. Assist LEAs in the development/implementation of policies and procedures to assure procedural safeguards for individuals with exceptional needs and their parents including:

a. Assurance of equal access to all programs and services in the SELPA region based on individual assessed need.

b. Advice to parents on the availability of free or low cost legal services and sources from which independent assessments can be obtained.

c. The development of resolution processes for complaints and the correction of identified compliance concerns.

d. The implementation of due process procedures.

3. Develop and facilitate the implementation of coordinated systems for identifying, referring, and assessing individuals with exceptional needs, determining eligibility for the provision of special education services, developing individualized education programs for those found eligible for special education services, determining appropriate educational placements for such individuals, and reviewing the progress of such individuals in those programs and placements.

4. Implement a coordinated system of personnel development, including parent education programs.

5. Implement a coordinated system of curriculum development and alignment with the respective areas of the core curriculum.

6. Implement a coordinated system of internal program review including the coordination of the SELPA's self-review for compliance with state and federal special education requirements.

7. Implement a coordinated system of data collection and maintenance of management information.

8. Implement a coordinated system for the evaluation of the Local Plan's effectiveness.

9. Coordinate interagency agreements.

10. Coordinate services to medical facilities, licensed children's institutions, and family foster homes.

11. Coordinate services provided by certified non-public schools and

agencies.

12. Serve as liaison to the State Department of Education and prepare program and fiscal reports required of the SELPA.

13. Fund the incidental expenses of, and provide logistical support to, the Community Advisory Committee.

14. Coordinate the specialized transportation within the SELPA.

15. Assure a full educational opportunity for all disabled children birth to 22 years of age.

16. Fiscal administration and the allocation of state and Federal funds pursuant to EC section 56836.01.

17. Coordinate career and vocational education and transition services.

18. Through the use of support personnel, provide direct instructional program support to staff.

19. Provide necessary regionalized and other support services throughout the SELPA in accordance with EC section 56836.01.

20. Facilitate the development, implementation, and revision of the Local Plan.

2. Coordinated system of identification and assessment:

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Develop and facilitate the implementation of coordinated systems for identifying, referring, and assessing individuals with exceptional needs, determining eligibility for the provision of special education services, developing individualized education programs for those found eligible for special education services, determining appropriate educational placements for such individuals, and reviewing the progress of such individuals in those programs and placements.

3. Coordinated system of procedural safeguards:

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Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Assist LEAs in the development/implementaton of policies and procedures to assure procedural safeguards for individuals with exceptional needs and their parents, including: a) Assurance of equal access to all programs and services in the SELPA region based on individual assessed need; b) Advice to parents on the availability of free or low-cost legal services and sources from which independent assessments can be obtained, c) The development of resolution processes for complaints and the correction of identified compliance concerns; and d) The implementation of due process procedures.

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Implement a coordinated system of personnel development, including parent education programs

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Implement a coordinated system of curriculum development and alignment with the respective areas of the core curriculum.

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html

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Description:	Implement a coordinated system of internal program review, including the coordination of the SELPA's self-review for compliance with state and federal special education requirements.

7. Coordinated system of data collection and management:

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Implement a coordinated system of data collection and maintenance of management information.

8. Coordination of interagency agreements:

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Coordinate interagency agreements.

9. Coordination of services to medical facilities:

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Coordinate services to medical facilities, licensed children's institutions, and family foster homes

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
	Coordinate services to medical facilities, licensed children's institutions,

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Description: and family foster homes.

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Serve as liaison to the State Department of Education and prepare program and fiscal reports required of the SELPA.

12. Fiscal and logistical support of the CAC:

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Fund the incidental expenses of, and provide logistical support to, the Community Advisory Committee.

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html and Procedural Manual
Description:	Coordinate the specialized transportation within the SELPA.

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html and Procedural Manual
Description:	Coordinate career and vocational education and transition services.

15. Assurance of full educational opportunity:

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Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html and Procedural Manual
Description:	Assure a full educational opportunity for all disabled children birth to 22 years of age.

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Fiscal administration and the allocation of State and Federal funds pursuant to Education Code section 56836.01.

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Provide necessary regionalized and other support services throughout the SELPA in accordance with Education Code section 56836.01.

Special Education Local Plan Area Services

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

Document Title:	Lassen County SELPA Special Education: Early Childhood Programs
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html and Procedural Manual
	Program. All Procedural Safeguards, timelines, and eligibility requirements are

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Description:

the same as those pertaining to “school-age” students, ages three to 22.

If a child has been in the Early Start (0-3) program, Regional Center will automatically notify the LEA 90 days prior to the student's third birthday to indicate a special education referral may be appropriate. That notice shall include child's name, birth date, parent name, address, and contact phone number. More detailed information can be released to the LEA with parent's permission (including current assessment reports and medical records). Upon receipt of notification, the Early Intervention administrator or program manager shall initiate steps commensurate with any school-age referral (see general outline below). During this Transition period, parents may visit program sites where preschool services may be available, including general education and special education centers or classrooms.

Referrals for preschool-age children may also be initiated by parents, general education preschool teachers, doctors, or others who know the child and suspect a disability is present. The referring party may contact the Early Intervention administrator or program manager. In outlying areas, the district of residence school site administrator may be the point of initial contact. A summary of the steps commensurate with any school-age referral are:

- Notify administrator of District of Residence (if not already the point of contact) of new referral within that school district.
- Assign an appropriate case manager based on areas of concern as indicated on referral (e.g., special education preschool teacher or speech/language therapist);
- Meet with parents to discuss reason for referral;
- Complete Referral for Special Education form and Prior Written Notice;
- Explain Procedural Safeguards;
- Develop Assessment Plan in all areas of suspected disability;
- Preschool special education providers conduct evaluation and assessment to determine eligibility and required services;
- Hold IEP meeting within 60 days (or prior to child's third birthday for Early Start recipients).

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

Document Title: Lassen County Local Plan for Special Education

SELPA: Lassen County SELPA | Fiscal Year: 2023-24

Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Members of the public, including parents or guardians of students with disabilities, special and regular education teachers, and members of the Community Advisory Committee may address questions or concerns to the Governing Boards of the LEAs, the Administrative Council, and any subcommittees of the above. Each of the above holds regularly-scheduled meetings that are open to the public and meet in accordance with the Brown Act.

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

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	A dispute resolution process will be implemented as needed. It is understood that disagreements will occur within the membership of the Lassen County SELPA. It is the direction from the Administrative Council to resolve disputes at the lowest possible level. If a disagreement cannot be resolved at this level, the parties involved in the dispute shall follow the procedures outlined below: • Local Informal Resolution: The complainant shall meet with the involved party (or parties) to attempt to resolve the disagreement. If not resolved at this informal level, the complainant may, within fifteen (15) school days (as determined by complainant's LEA calendar), seek the next level of relief. • Administrative Council Resolution: The complainant must provide the SELPA Director with a written summary/analysis of the disagreement and a letter requesting that the matter be reviewed by the Administrative Council. A subcommittee consisting of four representatives of the SELPA, appointed by the Administrative Council, shall meet within fifteen (15) days to review the complaint. After investigating the disagreement, the committee shall recommend a resolution to the Administrative Council at their next regularly scheduled meeting. If the matter is not resolved to the satisfaction of both parties, either party, within fifteen (15) days of the decision of the Administrative Council, may

seek the next level of relief.

• Mediation: The party requesting mediation must submit a letter to the SELPA Director requesting that the matter be submitted to formal mediation. The SELPA Director shall submit a list of at least three (3) mediators for the parties to select from. If, within fifteen (15) days, the parties are unable to agree on a mediator or a mediator is not available to mediate the dispute, the SELPA Director shall file a request with the California Mediation Council. The selection of the mediator and the mediation proceedings shall be conducted under the authority of the California Mediation Council. If mediation is unsuccessful, any party to the dispute may seek the next level of relief.

• Binding Arbitration: The party requesting binding arbitration must file a request with the California Conciliation Service or the American Arbitration Association. The selection of the arbiter and the arbitration proceedings shall be conducted under the authority of the Voluntary Labor Arbitration Rules of the American Arbitration Association. The decision of the arbiter is final and binding on all parties.

Each party shall be responsible for costs incurred throughout the process and any appeal.

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

Document Title:	Lassen County Local Plan/Special Education: LRE
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html and Procedural Manual
Description:	It is the intention of the SELPA to provide a full continuum of services to students with disabilities, including students in charter schools, throughout the geographic region of the SELPA. Access to services is through each of the LEAs. The referral, assessment and IEP process is utilized to identify the needs of each individual student with disabilities. LEAs shall ensure that students receive appropriate services in the least restrictive environment.

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

evaluating whether the student is making appropriate educational progress:

Document Title:	Lassen County Local Plan for Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html
Description:	Non-public school/agency placements are considered part of the continuum of services that districts must have available for students with disabilities. Non-public school placement is the placement of last resort, and will be utilized only when all other placements have been exhausted. Students may be placed in certified non-public schools and agencies subject to the terms and conditions outlined in the Master Contract for Non-Public Schools and Agencies and an Individual Services Agreement provided by the SELPA. The district of residence (DOR) is responsible for the provision of FAPE for students placed in non-public schools/agencies and, in this regard, must play an active role in monitoring the appropriateness of the placement and progress of each student. The responsibilities of the DOR include but are not limited to the following: • Participate in IEP meetings at least annually. • Ensure that the IEP is written or revised to meet the unique needs of the student. • Review evaluations conducted by the NPS/A to ensure that they are appropriate and valid for measuring student progress. • Review all progress reports submitted by the NPS/A and follow up with areas of concern as necessary. • Administer additional assessments as necessary, with parent consent, to determine whether the student is making appropriate educational progress. • Intervene as necessary to ensure educational progress. • Award diplomas as appropriate. Financial support for the cost of non-public school and agency placements/services will be provided to districts subject to SELPA

policies and procedures developed by the Administrative Council.

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

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

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

Document Title:	Lassen County SELPA Special Education
Document Location:	http://www.lcoe.org/Departments/Special-Education/Special-Education-Local-Plan-Area-SELPA/index.html and Procedural Manual
Description:	Federal law requires that a free appropriate public education (FAPE) is available for all students with disabilities aged 3 -21. There are exceptions for: students aged 18, 19, 20, and 21 when State law specifically makes such exceptions, certain incarcerated adults, and students who have received a regular high school diploma. In California, the general rule is that eligible adults age 18 -21 who were enrolled in or eligible for a special education program before their 19th birthday and who have not graduated with a regular high school diploma, are entitled to receive special education and related services as identified in their Individualized Education Program (IEP). (This eligibility extends to age 22 under certain circumstances.) However, an adult in county jail, age 18 to 21, is entitled to FAPE only if, in the educational placement prior to his incarceration in the county jail: (1) he was actually identified as being a child with a disability; or (2) he had an IEP. It is the responsibility of the district of residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the

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DOR is based on the residence of the conservator. (*EC* Section 56041) Reference.

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LOCAL PLAN

Section D: Annual Budget Plan

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

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Local Plan Section D: Annual Budget Plan

Projected special education budget funding, revenues, and expenditures by LEAs are specified in **Attachments II–V.** This includes supplemental aids and services provided to meet the needs of students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) who are placed in regular education classrooms and environments, and those who have been identified with low incidence disabilities who also receive special education services.

IMPORTANT: Adjustments to any year's apportionment must be received by the California Department of Education (CDE) from the SELPA prior to the end of the first fiscal year (FY) following the FY to be adjusted. The CDE will consider and adjust only the information and computational factors originally established during an eligible FY, if the CDE's review determines that they are correct. California *Education Code* (*EC*) Section 56048

Pursuant to *EC* Section 56195.1(2)(b)(3), each Local Plan must include the designation of an administrative entity to perform functions such as the receipt and distribution of funds. Any participating local educational agency (LEA) may perform these services. The administrative entity for a multiple LEA SELPA or an LEA that joined with a county office of education (COE) to form a SELPA, is typically identified as a responsible local agency or administrative unit. Whereas, the administrative entity for single LEA SELPA is identified as a responsible individual. Information related to the administrative entity must be included in Local Plan Section A: Contacts and Certifications.

Section D: Annual Budget Plan

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TABLE 1

Special Education Projected Revenue Reporting (Items D-1 to D-3)

D-1. Special Education Revenue by Source

Using the fields below, identify the special education projected revenue by funding source. The total projected revenue and the percent of total funding by source is automatically calculated.

Funding Revenue Source	Amount	Percentage of Total Funding
Assembly Bill (AB) 602 State Aid	2,767,476	37.83%
AB 602 Property Taxes	971,439	13.28%
Federal IDEA Part B	1,032,155	14.11%
Federal IDEA Part C	31,736	0.43%
State Infant/Toddler	225,138	3.08%
State Mental Health	259,205	3.54%
Federal Mental Health	42,348	0.58%
Other Projected Revenue	1,986,363	27.15%
Total Projected Revenue:	7,315,860	**100.00%**

D-2. "Other Revenue" Source Identification

Identify all revenue identified in the "Other Revenue" category above, by revenue source, that is received by the SELPA specifically for the purpose of special education, including any property taxes allocated to the SELPA pursuant to *EC* Section 2572. *EC* Section 56205(b)(1)(B)

Other includes: $80,025 Workability, $54,736 Transportation, $75,000 Medi-cal Billing, $9000 Far Northern local contract, $158,654 Early Intervention, $1,608,948 General Fund contributions

D-3. Attachment II: Distribution of Projected Special Education Revenue

Using the form template provided in **Attachment II**, complete a distribution of revenue to all LEAs participating in the SELPA by funding source.

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TABLE 2

Total Projected Budget Expenditures by Object Code (Items D-4 to D-6)

D-4. Total Projected Budget by Object Code

Using the fields below, identify the special education expenditures by object code. The total expenditures and the percent of total expenditures by object code is automatically calculated.

Object Code	Amount	Percentage of Total Expenditures
Object Code 1000—Certificated Salaries	2,124,473	29.04%
Object Code 2000—Classified Salaries	1,294,628	17.70%
Object Code 3000—Employee Benefits	1,500,129	20.51%
Object Code 4000—Supplies	127,058	1.74%
Object Code 5000—Services and Operations	1,931,692	26.40%
Object Code 6000—Capital Outlay	11,000	0.15%
Object Code 7000—Other Outgo and Financing	326,880	4.47%
Total Projected Expenditures:	7,315,860	100.00%

D-5. Attachment III: Projected Local Educational Agency Expenditures by Object Code

Using the templates provided in **Attachment** III, complete a distribution of projected expenditures by LEAs participating in the SELPA by object code.

D-6. Code 7000—Other Outgo and Financing

Include a description for the expenditures identified under object code 7000:

Indirect Costs

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TABLE 3

Federal, State, and Local Revenue Summary (Items D-7 to D-8)

D-7. Federal Categorical, State Categorical, and Local Unrestricted Funding

Using the fields below, enter the projected funding by revenue jurisdiction. The "Total Revenue From All Sources" and the "Percentage of Total Funding fields are automatically calculated.

Revenue Source	Amount	Percentage of Total Funding
Projected State Special Education Revenue	3,251,819	44.45%
Projected Federal Revenue	1,106,239	15.12%
Local Contribution	2,957,802	40.43%
Total Revenue from all Sources:	7,315,860	100.00%

D-8. Attachment IV: Projected Revenue by Federal, State, and Local Funding Source by Local Educational Agency

Using the CDE-approved template provided in **Attachment IV**, provide a complete distribution of revenues to all LEAs participating in the SELPA by federal and state funding source.

D-9. Special Education Local Plan Area Allocation Plan

a. Describe the SELPA's allocation plan, including the process or procedure for allocating special education apportionments, including funds allocated to the RLA/AU/responsible person pursuant to *EC* Section 56205(b)(1)(A).

LEAs are only allocated AB602 revenue based on a per ADA amount.

b. ☑ YES ☐ NO

If the allocation plan specifies that funds will be apportioned to the RLA/AU/AE, or to the SELPA administrator (for single LEA SELPAs), the administrator of the SELPA, upon receipt, distributes the funds in accordance with the method adopted pursuant to *EC* Section 56195.7(i). This allocation plan was approved according to the SELPA's local policymaking process and is consistent with SELPA's summarized policy statement identified in Local Plan Section B: Governance and Administration item B-4. If the response is "NO," then either Section D should be edited, or Section B must be amended according to the SELPA's adopted policy making process, and resubmitted to the COE and CDE for approval.

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TABLE 4

Special Education Local Plan Area Expenditures (Items D-10 to D-11)

D-10. Regionalized Operations Budget

Using the fields below, identify the total operating expenditures projected for the SELPA, exclusively. Expenditure line items are according SACS object codes. Include the projected amount budgeted for the SELPA's exclusive use. The "Percent of Total" expenses is automatically calculated. NOTE: Table 4 does not include district LEA, charter LEA, or COE LEA expenditures, there is no Attachment to be completed for Table 4.

Accounting Categories and Codes	Amount	Percentage of Total
Object Code 1000—Certificated Salaries	921,923	22.35%
Object Code 2000—Classified Salaries	601,920	14.60%
Object Code 3000—Employee Benefits	678,322	16.45%
Object Code 4000—Supplies	105,896	2.57%
Object Code 5000—Services and Operations	1,590,584	38.57%
Object Code 6000—Capital Outlay	11,000	0.27%
Object Code 7000—Other Outgo and Financing	214,431	5.20%
Total Projected Operating Expenditures:	4,124,076	100.00%

D-11. Object Code 7000 --Other Outgo and Financing Description

Include a description of the expenditures identified under "Object Code 7000—Other Outgo and Financing" by SACS codes. See Local Plan Guidelines for examples of possible entries.

Indirect Costs

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TABLE 5

Supplemental Aids and Services and Students with Low Incidence Disabilities (D-12 to D-15)

The standardized account code structure (SACS), goal 5760 is defined as "Special Education, Ages 5–22." Students with a low incidence (LI) disability are classified severely disabled. The LEA may elect to have locally defined goals to separate low-incidence disabilities from other severe disabilities to identify these costs locally.

D-12. Defined Goals for Students with LI Disabilities

Does the SELPA, including all LEAs participating in the SELPA, use locally defined goals to separate low-incidence disabilities from other severe disabilities?

- [x] YES
- [ ] NO

D-13. Total Projected Expenditures for Supplemental Aids and Services in the Regular Classroom and for Students with LI Disabilities

Enter the projected expenditures budgeted for Supplemental Aids and Services (SAS) disabilities in the regular education classroom.	380,006

D-14. Total Projected Expenditures for Students with LI Disabilities

Enter the total projected expenditures budgeted for students with LI disabilities.	30,668

D-15. Attachment V: Projected Expenditures by LEA for SAS Provided to Students with Exceptional Needs in the Regular Classroom and Students with LI Disabilities

Using the current CDE-approved template provided for Attachment V, enter the SELPA's projected funding allocations to each LEA for the provision of SAS to students with exceptional needs placed in the regular classroom setting and for those who are identified with LI disabilities. Information included in this table must be consistent with revenues identified in Section D, Table 5.

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LOCAL PLAN

Section E: Annual Service Plan

SPECIAL EDUCATION LOCAL PLAN AREA

California Department of Education

Special Education Division

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Local Plan Section E: Annual Service Plan

California *Education Code* (*EC)* sections 56205(b)(2) and (d); 56001; and 56195.9

The Local Plan Section E: Annual Service Plan must be adopted at a public hearing held by the SELPA. Notice of this hearing shall be posted in each school in the SELPA at least 15 days before the hearing. Local Plan Section E: Annual Service Plan may be revised during any fiscal year according to the SELPA's process as established and specified in Section B: Governance and Administration portion of the Local Plan consistent with *EC* sections 56001(f) and 56195.9. Local Plan Section E: Annual Service Plan must include a description of services to be provided by each local educational agency (LEA), including the nature of the services and the physical location where the services are provided (Attachment VI), regardless of whether the LEA is participating in the Local Plan.

Services Included in the Local Plan Section E: Annual Service Plan

All entities and individuals providing related services shall meet the qualifications found in Title 34 of the *Code of Federal Regulations* (34 *CFR*) Section 300.156(b), Title 5 of the *California Code of Regulations* (5 *CCR*) 3001(r) and the applicable portions 3051 et. seq.; and shall be either employees of an LEA or county office of education (COE), employed under contract pursuant to *EC* sections 56365-56366, or employees, vendors or contractors of the State Departments of Health Care Services or State Hospitals, or any designated local public health or mental health agency. Services provided by individual LEAs and school sites are to be included in **Attachment VI**.

Include a description each service provided. If a service is not currently provided, please explain why it is not provided and how the SELPA will ensure students with disabilities will have access to the service should a need arise.

☑ 330–Specialized Academic Instruction/ Specially Designed Instruction

Provide a detailed description of the services to be provided under this code.

Adapting, as appropriate to the needs of the child with a disability, the content, methodology, or delivery of instruction to ensure access of the child to the general curriculum, so that he or she can meet the educational standards within the jurisdiction of the public agency that apply to all children.

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☑ 210–Family Training, Counseling, Home Visits (Ages 0-2 only)

☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

This service includes: services provided by social workers, psychologists, or other qualified personnel to assist the family in understanding the special needs of the child and enhancing the child's development. Note: Services provided by specialists (such as medical services, nursing services, occupational therapy, and physical therapy) for a specific function should be coded under the appropriate service category, even if the services were delivered in the home.

☐ 220–Medical (Ages 0-2 only)

☑ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

We do not have students 0-2 requiring medical.

☐ 230–Nutrition (Ages 0-2 only)

☑ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

Lassen County Does not have a student requiring dietary intake, feeding skills, etc.

☑ 240–Service Coordination (Ages 0-2 only)

☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Lassen County coordinates services between family's needs and other agencies.

☑ 250–Special Instruction (Ages 0-2 only)

☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Special instruction includes: the design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction; curriculum planning, including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the child's individualized family service plan (IFSP); providing families with information, skills, and support

related to enhancing the skill development of the child; and working with the child to enhance the child's development.

☐ 260–Special Education Aide (Ages 0-2 only) ■ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

Lassen County provides in home services and an Aide is not required for ages 0-2.

☐ 270–Respite Care (Ages 0-2 only) ■ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

No respite care is required at this time.

■ 340–Intensive Individual Instruction

Provide a detailed description of the services to be provided under this code.

Individual and small group instruction: Instruction delivered one-to-one as specified in an IEP enabling the individual(s) to participate effectively in the total school program.

■ 350–Individual and Small Group Instruction

Provide a detailed description of the services to be provided under this code.

Individual and small group instruction: Instruction delivered one-to-one or in a small group as specified in an IEP enabling the individual(s) to participate effectively in the total school program.

■ 415–Speech and Language ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Language and speech: Language and speech services provide remedial intervention for eligible individuals with difficulty understanding or using spoken language. The difficulty may result from problems with articulation (excluding abnormal swallowing patterns, if that is the

sole assessed disability); abnormal voice quality, pitch, or loudness; fluency; hearing loss; or the acquisition, comprehension, or expression of spoken language. Language deficits or speech patterns resulting from unfamiliarity with the English language and from environmental, economic or cultural factors are not included. Services include specialized instruction and services: monitoring, reviewing, and consultation, and may be direct or indirect, including the use of a speech consultant. Language and speech: Language and speech services provide remedial intervention for eligible individuals with difficulty understanding or using spoken language. The difficulty may result from problems with articulation (excluding abnormal swallowing patterns, if that is the sole assessed disability); abnormal voice quality, pitch, or loudness; fluency; hearing loss; or the acquisition, comprehension, or expression of spoken language. Language deficits or speech patterns resulting from unfamiliarity with the English language and from environmental, economic or cultural factors are not included. Services include specialized instruction and services: monitoring, reviewing, and consultation, and may be direct or indirect, including the use of a speech consultant.

☑ 425–Adapted Physical Education ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Adapted Physical Education services provide students with the strategies to help them access their general education physical education curriculum. The difficulties are a result of both gross and fine motor skills. Services include specialized instruction and services monitoring, reviewing, and consultation, and may be direct or indirect, including the use of specific equipment.

☑ 435–Health and Nursing: Specialized Physical Health Care ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Specialized physical health care services means those health services prescribed by the child's licensed physician and surgeon, requiring medically related training of the individual who performs the services and which are necessary during the school day to enable the child to attend school (5 CCR Section 3051.12[b]). Specialized physical health care services include but are not limited to suctioning, oxygen administration, catheterization, nebulizer treatments, insulin administration, and glucose testing.

☑ 436–Health and Nursing: Other ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

This includes services that are provided to individuals with exceptional needs by a qualified

individual pursuant to an IEP when a student has health problems which require nursing intervention beyond basic school health services. Services include managing the health problem, consulting with staff, group and individual counseling, making appropriate referrals, and maintaining communication with agencies and health care providers. These services do not include any physician supervised or specialized health care service. IEP required health and nursing services are expected to supplement the regular health services program.

☑ 445–Assistive Technology ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any specialized training or technical support for the incorporation of assistive devices, adapted computer technology, or specialized media with the educational programs to improve access for students. The term includes a functional analysis of the student's needs for assistive technology; selecting, designing, fitting, customizing, or repairing appropriate devices; coordinating services with assistive technology devices; training or technical assistance for students with a disability, the student's family, individuals providing education or rehabilitation services, and employers.

☑ 450–Occupational Therapy ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Occupational Therapy (OT) includes services to improve student's educational performance, postural stability, self-help abilities, sensory processing and organization, environmental adaptation and use of assistive devices, motor planning and coordination, visual perception and integration, social and play abilities, and fine motor abilities. Both direct and indirect services may be provided within the classroom, other educational settings, or the home, in groups or individually, and may include therapeutic techniques to develop abilities, adaptations to the student's environment or curriculum, and consultation and collaboration with other staff and parents. Services are provided, pursuant to an IEP, by a qualified occupational therapist registered with the American Occupational Therapy Certification Board.

☑ 460–Physical Therapy ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services are provided, pursuant to an IEP, by a registered physical therapist, or physical therapist assistant, when assessment shows a discrepancy between gross motor performance and other educational skills. Physical therapy includes, but is not limited to, motor control and coordination, posture and balance, self-help, functional mobility, accessibility and

use of assistive devices. Services may be provided within the classroom, other educational settings or in the home, and may occur in groups or individually. These services may include adaptations to the student's environment and curriculum, selected therapeutic techniques and activities, and consultation and collaborative interventions with staff and parents.

■ 510–Individual Counseling

Provide a detailed description of the services to be provided under this code.

One-to-one counseling, provided by a qualified individual pursuant to an IEP. Counseling may focus on such student aspects as education, career, personal, or be with parents or staff members on learning problems or guidance programs for students. Individual counseling is expected to supplement the regular guidance and counseling program.

■ 515–Counseling and Guidance ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Counseling in a group setting, provided by a qualified individual pursuant to an IEP. Group counseling is typically social skills development, but may focus on such student aspects as education, career, personal, or be with parents or staff members on learning problems or guidance programs for students. IEP required group counseling is expected to supplement the regular guidance and counseling program. Guidance services include interpersonal, intrapersonal, or family interventions, performed in an individual or group setting by a qualified individual pursuant to an IEP. Specific programs include social skills development, self-esteem building, parent training, and assistance to special education students supervised by staff credentialed to serve special education students. These services are expected to supplement the regular guidance and counseling program.

■ 520–Parent Counseling ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Individual or group counseling provided by a qualified individual pursuant to an IEP to assist the parent(s) of special education students in better understanding and meeting their child's needs and may include parenting skills or other pertinent issues. IEP required parent counseling is expected to supplement the regular guidance and counseling program.

■ 525–Social Worker ☐ *Service is Not Currently Provided*

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Provide a detailed description of the services to be provided under this code.

Social work services, provided by a qualified individual pursuant to an IEP, include, but are not limited to, preparing a social or developmental history of a child with a disability, group and individual counseling with the child and family, working with those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school, and mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program. Social work services are expected to supplement the regular guidance and counseling program.

☑ 530–Psychological ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services, provided by a credentialed or licensed psychologist pursuant to an IEP, include interpreting assessment results for parents and staff in implementing the IEP, obtaining and interpreting information about child behavior and conditions related to learning, and planning programs of individual and group counseling and guidance services for children and parents. These services may include consulting with other staff in planning school programs to meet the special needs of children as indicated in the IEP. IEP required psychological services are expected to supplement the regular guidance and counseling program.

☑ 535–Behavior Intervention ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

A systematic implementation of procedures designed to promote lasting, positive changes in the student's behavior resulting in greater access to a variety of community settings, social contacts, public events, and placement in the least restrictive environment.

☐ 540–Day Treatment

☐ 545–Residential Treatment

☑ 610–Specialized Service for Low Incidence Disabilities ☐ *Service is Not Currently Provided*

SELPA: Lassen County SELPA Fiscal Year: 2023–24

Provide a detailed description of the services to be provided under this code.

Low incidence services are defined as those provided to the student population who have orthopedic impairment (OI), visual impairment (VI), who are deaf, hard of hearing (HH), or deaf-blind (DB). Typically, services are provided in education settings by an itinerant teacher or an itinerant teacher/specialist. Consultation is provided to the teacher, staff, and parents as needed. These services must be clearly written in the student's IEP, including frequency and duration of the services to the student.

■ 710–Specialized Deaf and Hard of Hearing ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services include speech therapy, speech reading, auditory training, and/or instruction in the student's mode of communication. Rehabilitative and educational services; adapting curricula, methods, and the learning environment; and special consultation to students, parents, teachers, and other school personnel.

■ 715–Interpreter ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

This service includes a qualified interpreter to interact between the LEA and the parent/ guardian/student. The interpreter provides the supports to families in their native language. In addition, the prepare and complete the Individual Education Plan to the parent/guardian in their native language and assist with any clarification needed.

■ 720–Audiological ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services include measurements of acuity, monitoring amplification, and frequency modulation system use. Consultation services with teachers, parents, or speech pathologists must be identified in the IEP as to reason, frequency, and duration of contact; infrequent contact is considered assistance and would not be included.

■ 725–Specialized Vision ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

This is a broad category of services provided to students with visual impairments. It includes assessment of functional vision; curriculum modifications necessary to meet the student's educational needs including Braille, large type, and aural media; instruction in areas of need; concept development and academic skills; communication skills including alternative modes of reading and writing; and social, emotional, career, vocational, and independent living skills. It may include coordination of other personnel providing services to the students such as transcribers, readers, counselors, orientation and mobility specialists, career/vocational staff, and others, and collaboration with the student's classroom teacher.

☑ 730–Orientation and Mobility ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Students with identified visual impairments are trained in body awareness and to understand how to move. Students are trained to develop skills to enable them to travel safely and independently around the school and in the community. It may include consultation services to parents regarding their children requiring such services according to an IEP.

☑ 735–Braille Transcription ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Lassen County is registered with the clearing house that provides Braille Transcription for students with a disability of blindness.

☑ 740–Specialized Orthopedic ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Lassen County works with California Children Services (CCS) in conjunction with a licensed physical therapist for students requiring orthopedic services.

☑ 745–Reading ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Services include providing a person to read passages out loud to students. In addition, to provide software to assist students with reading.

☑ 750–Note Taking ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any specialized assistance given to the student for the purpose of taking notes when the student is unable to do so independently. This may include, but is not limited to, copies of notes taken by another student or transcription of tape-recorded information from a class or aide designated to take notes. This does not include instruction in the process of learning how to take notes.

☐ 755–Transcription ☑ *Service is Not Currently Provided*

Include an explanation as to why the service option is not included as part of the SELPA's continuum of services available to students with disabilities.

Lassen County does not have a student requiring the need for transcription services.

☑ 760–Recreation Service, Including Therapeutic Recreation ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Therapeutic recreation and specialized instructional programs designed to assist pupils to become as independent as possible in leisure activities, and when possible and appropriate, facilitate the pupil's integration into general recreation programs.

☑ 820–College Awareness ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

College awareness is the result of acts that promote and increase student learning about higher education opportunities, information, and options that are available including, but not limited to, career planning, course prerequisites, admission eligibility, and financial aid.

☑ 830–Vocational Assessment, Counseling, Guidance, and Career Assessment ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Organized educational programs that are directly related to the preparation of individuals for

paid or unpaid employment, and may include provision for work experience, job coaching, development and/or placement, and situational assessment. This includes career counseling to assist a student in assessing his/her aptitudes, abilities, and interests in order to make realistic career decisions.

☑ 840–Career Awareness ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Transition services include a provision for self-advocacy, career planning, and career guidance. This also emphasizes the need for coordination between these provisions and the Perkins Act to ensure that students with disabilities in middle schools will be able to access vocational education funds.

☑ 850–Work Experience Education ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Work experience education means organized educational programs that are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.

☑ 855–Job Coaching ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Job coaching is a service that provides assistance and guidance to an employee who may be experiencing difficulty with one or more aspects of the daily job tasks and functions. The service is provided by a job coach who is highly successful, skilled and trained on the job who can determine how the employee that is experiencing difficulty learns best and formulate a training plan to improve job performance.

☑ 860–Mentoring ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Mentoring is a sustained coaching relationship between a student and teacher through ongoing involvement. The mentor offers support, guidance, encouragement and assistance as the learner encounters challenges with respect to a particular area such as acquisition of job skills. Mentoring can be either formal, as in planned, structured instruction, or informal that

occurs naturally through friendship, counseling, and collegiality in a casual, unplanned way.

☑ 865–Agency Linkages (referral and placement) ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Service coordination and case management that facilitates the linkage of individualized education programs under this part and individualized family service plans under part C with individualized service plans under multiple Federal and State programs, such as title I of the Rehabilitation Act of 1973 (vocational rehabilitation), title XIX of the Social Security Act (Medicaid), and title XVI of the Social Security Act (supplemental security income).

☑ 870–Travel and Mobility Training ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Students with identified visual impairments are trained in body awareness and to understand how to move. Students are trained to develop skills to enable them to travel safely and independently around the school and in the community. It may include consultation services to parents regarding their children requiring such services according to an IEP.

☑ 890–Other Transition Services ☐ *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Lassen County Offers transition services to students transitioning into other programs, such as infant toddler to preschool, preschool to kindergarten, 8th grade elementary school to 9th grade high school, and transitioning post high school.

☐ 900–Other Related Service

+ - Description of the “Other Related Service"

Qualifications of the Provider Delivering “Other Related Service”

Attachment VI—Specialized Academic Instruction (SAI)/Specially Designed Instruction (SDI) and Related Services

DATE: 3/30/2023

FISCAL YEAR: 2023-24

SELPA NAME: Lassen County SELPA

Enter all special education Services provided by the SELPA's LEA membership and location (site) where they are provided. If code 900 is selected, the specific special education service must be defined in Local Plan Section E: Annual Service Plan. Licensing, certification, and provider qualifications for each identified service must be in accordance with law (see the Local Plan Guidance Document for more information). Attachment VI must be included with each Local Plan Section E: Annual Service Plan submission to the California Department of Education (CDE).

For each LEA school/site name identified in "Column A," place an "x" in the corresponding instructional and/or relate

CDE Official Local Educational Agency Name	School or Site Name	County/District/ School Code (xx-xxxxx-xxxxxxx)	Charter Number (if applicable) (xxxx)	330	210	220	230	240	250	260	270	340	350	415	425	435	436	445	450	460	510	515	520	525	530	535	540	545	610	710	715	720	725	730	735	740	745	750	755	760	820	830	840	850	855	860	865	870	890	900
Big Valley Joint Unified	Big Valley Elementary	18-64089-6010698		x								x	x	x	x			x	x		x	x			x	x											x	x			x	x	x	x	x	x	x		x	
Big Valley Joint Unified	Big Valley Jr. Sr. High	18-64089-1831601		x								x	x	x	x			x	x		x	x			x	x											x	x			x	x	x	x	x	x	x		x	
Fort Sage Unified	Long Valley	18-75036-6010763		x									x	x	x			x	x		x	x			x	x											x	x			x	x	x		x	x	x		x	
Fort Sage Unified	Middle	18-75036-6010714		x									x	x	x			x	x		x	x			x	x			x								x		x		x	x	x	x	x	x	x		x	
Fort Sage Unified	Herlong High	18-75036-1833409		x									x	x	x			x	x		x	x			x	x			x								x		x		x	x	x	x	x	x	x		x	
Fort Sage Unified	Mt. Lassen Charter	18-75036-0121657		x								x	x	x	x			x	x		x	x			x	x			x								x		x		x	x	x	x	x	x	x		x	
Fort Sage Unified	Sierra Primary	18-75036-6096341		x									x	x	x			x	x		x	x			x	x			x								x		x		x	x	x	x	x	x	x		x	
Janesville Union Elementary	Janesville Elementary	18-64105-6010730		x								x	x	x	x	x		x	x	x	x				x				x								x	x			x	x	x				x		x	
Johnstonville Elementary	Johnstonville Elemetary	18-64113-6010748		x								x	x	x	x	x		x	x		x				x	x											x	x			x	x	x				x			
Lassen Union High	Credence High	18-64139-1833813		x								x	x	x	x	x	x	x	x	x	x	x		x	x	x			x	x		x	x			x	x		x	x	x	x	x	x	x		x	
Lassen Union High	Lassen Community Day	18-64139-0131953		x								x	x	x	x	x	x	x	x	x	x	x		x	x	x			x	x		x	x			x	x		x	x	x	x	x	x	x		x	
Lassen Union High	Lassen High	18-64139-1833805		x								x	x	x	x	x	x	x	x	x	x	x		x	x	x			x	x		x	x			x	x		x	x	x	x	x	x	x		x	
Ravendale-Termo Elementary	Juniper Ridge Elementary	18-64162-6010789		x									x	x	x			x	x		x				x	x											x	x												
Richmond Elementary	Richmond Elementary	18-64170-6010797		x									x	x	x			x	x		x				x	x											x	x												
Shaffer Union Elementary	Shaffer Elementary	18-64188-6010805		x									x	x	x			x	x		x				x	x			x								x	x									x		x	
Susanville Elementary	Thompson Peak Charter	18-64196-0135756		x									x	x	x			x	x		x	x			x	x											x	x			x	x	x		x	x	x		x	
Susanville Elementary	Diamond View Middle	18-64196-6010813		x								x	x	x	x	x		x	x		x				x	x			x	x				x			x	x									x		x	
Susanville Elementary	McKinley Elementary	18-64196-6010821		x								x	x	x	x	x		x	x		x				x	x			x	x				x			x	x									x		x	
Susanville Elementary	Meadow View	18-64196-6109748		x								x	x	x	x	x		x	x		x				x	x			x	x				x			x	x									x		x	
Westwood Unified	Fletcher Walker Elementary	18-64204-6010847		x									x	x	x			x	x		x	x			x	x											x	x			x	x	x		x	x	x		x	
Westwood Unified	Westwood High	18-64204-1838507		x									x	x	x			x	x		x	x			x	x											x	x			x	x	x		x	x	x		x	
Lassen County Office of Education	Lassen County Special Education	18-10181-6069934		x	x			x	x			x	x	x	x			x	x		x	x	x		x	x			x	x							x	x			x	x	x	x	x	x	x		x	
Lassen County Office of Education	Susanville State Preschool	18-10181-0138495		x	x			x	x			x	x	x	x			x	x		x	x	x		x	x			x	x							x	x			x	x	x	x	x	x	x		x	
Lassen County Office of Education	Westwood State Preschool	18-10181-0138503		x	x			x	x			x	x	x	x			x	x		x	x	x		x	x			x	x							x	x			x	x	x	x	x	x	x		x	

Rather than submitting an electronically signed PDF copy of the required COE and LEA Certifications for the 2021-22 SELPA Local Plan, CDE has directed SELPA Administrators to type in the name of Superintendent on the required certification documents so that the signature may be captured in their database using their template.

Superintendents of the Lassen County SELPA

I authorize Jan DeMers to type my name on the LEA Certification 5 for the 2023-24 Lassen County SELPA Local Plan

LEA	SUPERINTENDENT	SIGNATURE	DATE
Lassen County Office of Education	Patricia A. Gunderson	Patricia A Gunderson	4-18-23
Big Valley Joint Unified School District	Paula Silva	Paula A. Silva	4/18/2023
Fort Sage Unified School District	Bryan Young		4/18/23
Janesville Union School District	Dr. Samia Merza		4/18/23
Johnstonville Elementary School District	Dr. Scott Smith		4/18/23
Lassen Union High School District	Morgan Nugent		4/18/23
Long Valley School	Sherri Morgan		4/17/2023
Thompson Peak Charter	Sherri Morgan		4/17/2023
Susanville School District	Jason Waddell		4/18/23
Ravendale-Termo Elementary School District	Jason Waddell		4/18/23
Richmond Elementary School District	Jan DeMers		4/18/23
Shaffer Elementary School District	Josh Blackburn		4-18-23
Westwood Unified School District	Randy Bobby		4-18-23