



Purpose

The California Department of Education (CDE) will require local education agencies (LEAs) to complete a self-review of their policies and procedures as part of some Small LEA Monitoring activities. LEAs will use a comprehensive list of compliance standards to determine whether the policies and procedures they have in place allow equity and access to students with special needs. LEAs will be required to document the policy and/or procedure that correlates with each item on the Policy and Procedure Review (PPR) Protocol (see **PPR Protocol** on CalTAN).

Some counties and Special Education Local Plan Areas (SELPA) have countywide or SELPA-wide policy and procedures that are adopted by all LEAs within the county or SELPA. Often, an LEA adopts these countywide or SELPA-wide policies and procedures. At other times, additional policies and procedures are developed to meet the particular needs of the LEA. Due to the variation from SELPA to SELPA, county to county, and LEA to LEA, the policy and procedure review is completed to ensure that the requirements of state and federal statutes and regulations are met. If the LEA states they have adopted SELPA policies and procedures for an item, they will be required to submit the adoption dates for these policies and procedures.

Examples of acceptable evidence

- **SELPA Manual Handbook**
 - Documentation should be highlighted with correlating item number next to highlighted information.

Compliance Item Test

2-2-2.5	Do LEA policies and procedures include a provision that testing, and assessment materials and procedures are selected and administered so as not to be racially or culturally discriminatory?	20 USC 1414 (b)(3)(B), 34 CFR 300.304 (c)(1)(i), 30 EC 56320(a).
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Example LEA Evidence for PPR Item 2-2-2.5

SELPA Manual Adopted: 5-15-2020	after the commencement of the subsequent regular school year as determined by each district's school calendar. (See Appendix C-14 "Assessment Timeline").
	C. Assessment Materials: The instruments selected to assess the student shall be used by appropriately credentialed and/or qualified school personnel and shall be: 1. Selected and administered so as not to be racially, culturally, or sexually discriminatory; 2. Administered in the student's most proficient mode of communication and student's primary language, whenever possible. 3. Validated for the specific purpose for which they are intended.



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2-2-2.5

SELPA Manual

C. Assessment Materials:

The instruments selected to assess the student shall be used by appropriately credentialed and/or qualified school personnel and shall be:

1. Selected and administered so as not to be racially, culturally, or sexually discriminatory.
2. Administered in the student's most proficient mode of...

- **LEA's Board Policy and/or Administrative Regulation that apply to each item**
 - Documentation should be highlighted with correlating item number next to highlighted information.

Compliance Item Test

10-1-4	Does the LEA have policies and procedures to ensure teachers who provide instruction to children with disabilities meet the standards for state certification as a special education teacher?	34 CFR 300.18 (b)
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Example LEA Evidence for PPR Item 10-1-4

Regulation 4112.23: Special Education Staff

Original Adopted Date: 09/20/2011

Item 10-1-4

Status: ADOPTED

Qualifications/Assignment of Special Education Teachers

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization that specifically authorizes him/her to teach students with that primary disability within the program placement recommended in the students' individualized education programs (IEP). (5 CCR 80046.5, 80048.7)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (5 CCR 6100-6126; 20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57, 300.18)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

The Superintendent or designee may request the Commission on Teacher Credentialing (CTC) to issue a special education limited assignment teaching permit to substitute a qualified special education teacher with his/her written consent to serve outside the specialty area of his/her credential. In so doing, the district shall submit

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(cf. 6159 – Individualized Education Program)

(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)

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The superintendent or designee may request the Commission on Teacher...

- **Procedural guides referenced—Procedural Safeguards, 504/SST Manuals, EL Manuals, and/or Special Education Handbook**
 - Documentation should be **highlighted** with correlating item number next to highlighted information and **MUST** include date School Board adopted or approved the document.

Compliance Item Test

6-2-1.1	Does the LEA have policies and procedures to ensure the LEA provides the parent with a document describing the procedural safeguards when they ask for it and upon initial referral for evaluation?	20 USC 1415(d)(1)(A)(i), 34 CFR 300.504(a)(1), 34 CFR 300.504(a)(4).
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Example LEA Evidence for PPR Item 6-2-1.1

	content of the notice and shall ensure that written evidence exists that these requirements have been met.
6-2-1.1	<p>D. The notice of Procedural Safeguards is required under IDEA and must be provided to you when:</p> <ul style="list-style-type: none">• You ask for a copy• The first time your child is referred for a special education assessment• Each time you are given an assessment plan to evaluate your child• Upon receipt of the first state or due process complaint in a school year, and• When the decision is made to make a removal that constitutes a change of placement. <p>II. RIGHTS RELATED TO PARENTAL NOTICE</p> <p>A. Written prior notice to the parents of the child is required whenever the district proposes to initiate or change or refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education.</p> <p>Parent and Adult Student Rights (9/18/2018) – Page 1</p>

6-2-1.1

D. The notice of Procedural Safeguards is required under IDEA and must be provided to you when:

- You ask for a copy
- The first time your child is referred for a special education assessment
- Each time you are given an assessment plan to evaluate your child



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- Upon receipt of the first state or due process complaint in a school year, and
- When the decision is made to make a removal that constitutes a change of placement.

II. Rights Related to Parental Notice

- A. Written prior notice to the parents of the child is required...

Parent and Adult Student Rights (9/18/2018)—Page 1