



San Mateo
County
SELPA

San Mateo County Special Education Local Plan Area

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POLICY

HOUSING PLAN

It is the policy of the SELPA Governing Board that local educational agencies (LEA)s and the SMCOE establish and maintain cooperative and positive partnership to serve students located on LEA sites in SMCOE-operated special education classes. LEAs will work together with SMCOE to create and maintain educational environments that are welcoming and open to students attending SMCOE-operated special education classes. All parties work towards establishing a climate of acceptance for students with disabilities and to foster integration at the school sites. Students attending SMCOE-operated special education classes will be provided access to school site programs and activities, as are their non-disabled peers. This will include equal access to lunch, recess, school activities and appropriate classroom and site inclusive opportunities, which should include fieldtrips, assemblies, Outdoor Education, Graduation and Promotion ceremonies, etc. whenever possible and appropriate. The IEP is the determining factor for student participation in the school programs and activities.

It is also the policy of the SELPA Governing Board that LEAs and the SMCOE agree to work towards the elimination of any and all systematic barriers that may be facing students with disabilities.

Approved by SELPA Governing Board	10/3/00
Approved by Administrators Council	10/19/00
Language Clarification	3/6/01
Amendments to Procedures approved by SELPA Governing Board	9/12/06
Revised by SELPA Governing Board	11/2/10
Revised and Approved by SELPA Governing Board	6/10/14
Revised and Approved by SELPA Governing Board	12/18/18

SAN MATEO COUNTY SELPA HOUSING PLAN

Procedures

1. Students will be located in, or as close to, their neighborhood schools as possible and appropriate.
2. All school facilities purchased or newly constructed for use, in whole or part, by students with disabilities shall be designed and located on the schools site so as to maximize interaction between students with disabilities and their non-disabled peers to meet all student needs. (EC 17070.80) Efforts will be made to maximize the opportunities for students with disabilities to be located so they can be educated in the Least Restrictive Environment (LRE). Students with disabilities shall be located at sites to support mainstreaming with age appropriate peers.
3. Special education class facilities will comply with all applicable state and federal laws (Section 504, ADA and IDEA).
4. SMCOE-operated special education classes shall be included in all site disaster plans and evacuation plans with the particular needs of the students considered.
5. The location of classrooms for students with disabilities will attempt to minimize the amount of time students spend in travel from home to school.
6. The relocation of special education classes will be minimized so as to ensure continuity of services for the social, academic and emotional well-being of students with disabilities. Special education classes should be relocated with the same frequency as general education classes.
7. Locations that house therapeutic milieu classes must provide appropriate classroom and ancillary space including dedicated nearby confidential space that will allow for the provision of counseling for students who have IEPs with such services.
8. Each LEA is responsible for providing to SMCOE classrooms for students who reside in the LEA and require placement in SMCOE-operated special education classes. Any referral to SMCOE-operated programs will trigger the opportunity for SMCOE to negotiate with the LEA for housing space. In order to best meet the needs of students referred to the SMCOE programs, housing locations may need to be considered on a geographical or regional basis in the future. An LEA is required to provide housing space when the LEA has 4 or more students enrolled in SMCOE-operated programs. For additional classroom considerations, LEA enrollment in SMCOE-operated programs is calculated and divided with a divisor of nine (9) LEA enrollment in SMCOE-operated programs is calculated and divided with a divisor of nine (9) students per classroom. If the remainder of the divisor is less than or equal to four (.4), an additional classroom is not required. If the remainder is five (.5) or above, the LEA is required to provide additional classroom space.
9. Consultation between SMCOE and LEA will be used to determine if a classroom should be located on a preschool, elementary, middle or high school campus based on the age range and needs of the students served in the program. Classroom space shall comply with legal standards. SMCOE-operated classroom space shall be equitable with typical classrooms on the site in size and configuration.

10. The following procedure will be used to determine space required of each LEA:
 - a. No later than October 15th, LEAs will inform SMCOE of their intent to transfer a SMCOE-operated class to an LEA operated class for the following school year.
 - b. No later than January 15th of each year, the SMCOE will provide each LEA with:
 - (i) A list of students placed in SMCOE-operated special education classes as of January 15th of that year.
 - (ii) Projected enrollment data for the following school year will be provided with students separated into the number of students in preschool, kindergarten, elementary, middle and high school classes.
 - c. No later than March 1st of each year, LEAs will provide the SMCOE Administration, a list of the site(s) where special education classes can be located. Classrooms shall be available no later than three (3) weeks prior to the start of regular school year.
 - d. No later than May 15th the SMCOE will inform the LEAs of the classrooms they will be using for the new school year.
11. LEAs will provide the number of classrooms required by the previously stated formula. If the LEA does not meet its obligation, they have two (2) options:
 - a. Bear all costs for a classroom(s) on its site(s);
Or
 - b. Find and fund another suitable classroom space in another location or LEA.
12. The following sanction(s) will be invoked for LEA failure to meet their housing responsibility pursuant to Item 8.
 - a. Effective July 1st SMCOE will not accept any referrals for the subsequent school year to SMCOE-operated special education classes from that LEA. SMCOE will negotiate with the LEAs on a case-by-case basis if additional classroom space is needed.
13. Classrooms must be available for the regular and extended school year.
14. Referral for placement in an SMCOE-operated program indicates agreement with this policy. This agreement constitutes a three-year facility agreement between the LEA and SMCOE, unless both parties mutually agree to a longer facility agreement. Facility agreements will start on August 1st and end on July 30th.
15. Special education classes with extended school year shall be allowed to remain on the site until the end of the extended school year session. SMCOE shall have access to the site for the entire extended school year session.

Maintenance and Operations

1. The LEA is responsible for preparing and maintaining the classroom(s) to the LEA standards. The SMCOE-operated classrooms shall have wiring for telecommunications comparable with other classrooms on site;
2. The LEA will provide custodial services on LEA sites during the regular and extended school year equivalent to the general education classrooms on site and in compliance with health and safety standards.
3. The SMCOE is responsible for necessary interior modifications of classrooms. Interior modifications shall be done only after consultation and approval by the LEA.

4. The LEA will include classrooms occupied by the SMCOE in Williams inspections and will provide the SMCOE with a copy of the report.
5. The LEA will provide internet and technology access equivalent to other classrooms on site, including 21st century technology to access Smarter Balanced Assessments.
6. LEAs will provide dedicated telephone access via landline, VOIP or other available technology, commensurate with any other classroom on site.

Relocation of Classes

1. If at the end of this the facility agreement the students have to be relocated within the school site; the LEA will be responsible for moving the class.
2. If the class is moving off site the SMCOE will be responsible for moving the class to the new location.

Appeal/Dispute Resolution

In the event that concerns arise about the Housing Policy or other issues related to location and operation of classrooms on LEA sites, parties are encouraged to resolve such concerns at the lowest level of authority possible. Housing concerns should first be discussed between SMCOE program principal and school site principal. If a resolution is not achieved, SMCOE Student Services leadership will communicate with the LEA Special Education Director to continue working towards a student focused resolution. The Associate Superintendent for SELPA may be engaged to facilitate any disputes or other challenges that arise. In the event that resolution cannot be reached, the SELPA Governing Board will hear any unresolved disputes relative to the housing plan at the next scheduled SELPA Governing Board Meeting.