

	CODE		
0. Mission.....	0000	BP	AR
1. Philosophy.....	0100	BP	
2. Operating Principles.....	0200	BP	
3. Objectives/Goal Indicators for CROP.....	0300	BP	
4. Comprehensive Plans.....	0400	BP	
A. Nondiscrimination in CROP Programs and Activities.....	0410	BP	
B. Comprehensive Local Plan for Special Education.....	0430	BP	
C. CROP Technology Plan.....	0440	BP	
D. Comprehensive Safety Plan.....	0450	BP	AR
5. Accountability.....	0500	BP	

**MISSION**

In order to provide a clear focus for Coastline Regional Occupational Program (CROP) programs, activities and operations, the Board of Trustees shall adopt a long-range vision that sets direction for the CROP which is focused on student learning and describes what the Board wants its schools to achieve. This mission statement may be incorporated in various documents, including the CROP's mission statement, philosophy, long-term goals, short-term objectives, and/or comprehensive plans.

*(cf. 0100 - Philosophy)*  
*(cf. 0200 – Operational Principals)*  
*(cf. 0400 - Comprehensive Plans)*  
*(cf. 9000 - Role of the Board)*

The Superintendent or his/her designee shall recommend an appropriate process for establishing and/or reviewing the CROP's mission statement which is inclusive of parents/guardians, students, staff and community members.

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

The Superintendent or his/her designee shall communicate the CROP's vision to staff, parents/guardians and the community and shall regularly report to the Board regarding CROP progress toward the vision.

*(cf. 0500 - Accountability)*  
*(cf. 1100 - Communication with the Public)*

*Management Resources:*

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

**MISSION**

The Superintendent or his/her designee shall establish a process for developing and regularly reviewing the Coastline Regional Occupational Program (CROP)'s vision and direction which includes:

1. Clearly defined procedures, timelines and responsibilities
2. Identification of the strengths and needs of the CROP
3. Input from parents/guardians, students, staff and community members through procedures which may include surveys, focus groups, advisory committees and/or public meetings and forums

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 6020 - Parent Involvement)*

4. Board adoption of CROP mission statement at a public meeting

As part of this process, the Superintendent or his/her designee shall provide the Board of Trustees with relevant CROP documents and data, including current CROP mission and vision statements, if any, and information about student demographics, student achievement, student enrollment patterns, current programs and recent program cuts, staffing and professional development needs, budget trends, facilities, technology and emerging educational issues.

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Operational Principles)*

*(cf. 0400 - Comprehensive Plans)*

**PHILOSOPHY**

As part of its responsibility to establish a guiding vision for the Coastline Regional Occupational Program (CROP), the Board of Trustees shall develop and regularly review a set of fundamental principles which describes the CROP's beliefs, values or tenets. The Board and CROP staff shall incorporate this philosophy in all CROP programs and activities.

*(cf. 0000 - Mission)*

*(cf. 0200 - Operational Principles)*

*(cf. 9000 - Role of the Board)*

It is the philosophy of the CROP that:

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

**PHILOSOPHY** (continued)

12. A high level of communication, trust, respect and teamwork among Board members and the Superintendent contributes to effective decision making.
13. The community provides an essential resource to the educational program.
14. Effective communication with all stakeholders helps build support for the schools.
15. Accountability for the CROP's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.

*Legal Reference:*

EDUCATION CODE

51002 *Local development of programs based on stated philosophy and goals*

51019 *Definition of philosophy*

*Management Resources:*

CSBA PUBLICATIONS

*Maximizing School Board Leadership: Vision, 1996*

**OPERATING PRINCIPLES**

Coastline Regional Occupational Program operates under the following principles which are in accord with the philosophy of the Board and mandates of the State of California Education Code.

*(cf. 0000 - Mission)*

*(cf. 0100 - Philosophy)*

The Coastline Regional Occupational Program (CROP) will:

1. Provide a wider variety of career technical education classes that will serve a larger number of students than could be provided adequately by a single district.
2. Provide students the opportunity to obtain job skills which enable them to become and remain economically productive members of society.
3. Provide each individual student career guidance directly supportive to the training program.
4. Provide students with a career technical education program that prepares them for academic and career success.
5. Provide students, when feasible, on-the-job training experiences that will augment their basic high school education.
6. Encourage better relations and improved communications between the business, industry and education communities.
7. Cooperate in articulation between various occupational delivery systems in the region served.
8. Expand, modify, or delete courses in response to changing occupational fields.
9. Investigate and utilize various sources of financial support in order to expand programs and services.
10. Develop, with broad-based input, annual Coastline CROP Priorities which are reviewed and assessed on a timely basis.
11. Provide for continuous evaluation of the career technical education program.

**OPERATING PRINCIPLES** (continued)

12. Provide a public recognition program for students, staff, participating district, business/industry personnel for their outstanding achievements and contributions to the organization.

*Legal Reference:*

EDUCATION CODE

33127-33129 *Standards and criteria for fiscal accountability*

33400-33407 *CDE evaluation of district programs*

44660-44665 *Evaluation of certificated employees*

51002 *Local development of programs based on stated philosophy and goals*

51020 *Definition of goal*

51021 *Definition of objective*

51041 *Evaluation of the educational program*

52050-52059 *Public Schools Accountability Act*

64000-64001 *Consolidated application process*

CODE OF REGULATIONS, TITLE 5

15440-15463 *Standards and criteria for fiscal accountability*

UNITED STATES CODE, TITLE 20

6311 *Accountability, adequate yearly progress*

6312 *Local educational agency plan*

*Management Resources:*

CSBA PUBLICATIONS

*Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007*

*Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2006*

*Maximizing School Board Governance: Vision, 1996*

WEB SITES

CSBA: <http://www.csba.org>

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Department of Education: <http://www.cde.ca.gov>

**GOALS FOR COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

As part of the Board of Trustee's responsibility to set direction for Coastline Regional Occupational Program (CROP), the Board shall adopt goals focused on the achievement and needs of all CROP students. The CROP's goals shall be aligned with the CROP's vision, mission and philosophy, and shall be limited in number so as to be reasonably achievable within established timelines.

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 9000 - Role of the Board)*

When developing the CROP's goals, the Board shall consider the following areas:

1. Developing curriculum, assessments, and instructional materials that are aligned with the state's content standards, frameworks, and assessments

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

*(cf. 6162.52 - High School Exit Examination)*

2. Maintaining safe and orderly campuses which promote learning

*(cf. 0450 - Comprehensive Safety Plan)*

3. Ensuring that all students achieve proficiency in essential areas of skill and knowledge and attain the academic, career, and technical skills needed to succeed in a knowledge and skills-based economy

*(cf. 6142.91 - Reading/Language Arts Instruction)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.5 - Elementary/Middle School Graduation Requirements)*

*(cf. 6178 - Career Technical Education)*

4. Providing for the specialized needs of identified groups of students

*(cf. 5149 - At-Risk Students)*

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

*(cf. 6164.6 - Identification and Education Under Section 504)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6179 - Supplemental Instruction)*



**GOALS FOR COASTLINE REGIONAL OCCUPATIONAL PROGRAM (continued)**

*(cf. 0510 - School Accountability Report Card)*  
*(cf. 2140 - Evaluation of the Superintendent)*  
*(cf. 4115 - Evaluation/Supervision)*  
*(cf. 4215 - Evaluation/Supervision)*  
*(cf. 4315 - Evaluation/Supervision)*  
*(cf. 9400 - Board Self-Evaluation)*

5. Developing each student's self-respect, respect for others, appreciation for diversity, and sense of personal responsibility

*(cf. 5137 - Positive School Climate)*  
*(cf. 6142.3 - Civic Education)*

6. Allocating time and resources for staff collaboration, planning, and professional development activities aligned with the CROP's goals

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

7. Maintaining fiscal integrity for the CROP and aligning resources to instructional needs and priorities for student achievement

*(cf. 3100 - Budget)*  
*(cf. 3400 - Management of District Assets/Accounts)*  
*(cf. 3460 - Financial Reports and Accountability)*

8. Improving the organization, management, and decision-making structure and capabilities of the CROP to better support the education of students

*(cf. 2000 - Concepts and Roles)*

9. Employing technology in ways that enhance learning, teaching, and noninstructional operations

*(cf. 0440 - District Technology Plan)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 6163.4 - Student Use of Technology)*

10. Providing and maintaining facilities to meet the needs of present and future students

*(cf. 7000 - Concepts and Roles)*  
*(cf. 7110 - Facilities Master Plan)*

**GOALS FOR COASTLINE REGIONAL OCCUPATIONAL PROGRAM (continued)**

11. Maintaining positive relations with parents/guardians and the community, emphasizing communication and inviting participation in the schools

*(cf. 1100 - Communication with the Public)*  
*(cf. 1113 - District and School Web Sites)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 1240 - Volunteer Assistance)*  
*(cf. 1700 - Relations Between Private Industry and the Schools)*  
*(cf. 6020 - Parent Involvement)*

12. Collaborating with other public agencies and private organizations to ensure that children's physical, social, and emotional needs are met

*(cf. 1020 - Youth Services)*  
*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*

**Monitoring and Evaluation**

The Board shall monitor the progress of the CROP's efforts in achieving the goals. To that end, the Superintendent or his/her designee shall provide the Board with the necessary data and analysis to help the Board evaluate the effectiveness of the CROP's efforts. These data shall include an analysis of the progress based on the performance indicators for each goal.

*(cf. 0500 - Accountability)*  
*(cf. 6190 - Evaluation of the Instructional Program)*  
*(cf. 9322 - Agenda/Meeting Materials)*

If the Board determines that sufficient progress is not being made toward a particular goal, the Board and Superintendent shall determine what types of additional CROP resources and support should be provided so that progress in increasing student achievement can be made. CROP goals shall be revised as necessary.

*Legal Reference:*

EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability  
33400-33407 CDE evaluation of district programs  
44660-44665 Evaluation of certificated employees  
51002 Local development of programs based on stated philosophy and goals  
51020 Definition of goal  
51021 Definition of objective  
51041 Evaluation of the educational program  
52050-52059 Public Schools Accountability Act

## GOALS FOR COASTLINE REGIONAL OCCUPATIONAL PROGRAM (continued)

64000-64001 *Consolidated application process*  
CODE OF REGULATIONS, TITLE 5  
15440-15463 *Standards and criteria for fiscal accountability*  
UNITED STATES CODE, TITLE 20  
6311 *Accountability, adequate yearly progress*  
6312 *Local educational agency plan*

### *Management Resources:*

#### CSBA PUBLICATIONS

*Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007*

*Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2006*

*Maximizing School Board Governance: Vision, 1996*

#### WEB SITES

CSBA: <http://www.csba.org>

CSBA, *Agenda Online:*

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Department of Education: <http://www.cde.ca.gov>

**COMPREHENSIVE PLANS**

The Board of Trustees believes that careful planning is essential to effective implementation of Coastline Regional Occupational Program (CROP) programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement and provide stability in CROP operations.

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

- (cf. 0000 - Mission)*
- (cf. 0200 - Operational Principles)*
- (cf. 0430 - Comprehensive Local Plan for Special Education)*
- (cf. 0440 - CROP Technology Plan)*
- (cf. 0450 - Comprehensive Safety Plan)*
- (cf. 0500 - Accountability)*
- (cf. 1112 - Media Relations)*
- (cf. 2140 - Evaluation of the Superintendent)*
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)*
- (cf. 3543 - Transportation Safety and Emergencies)*
- (cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)*
- (cf. 6190 - Evaluation of the Instructional Program)*
- (cf. 7110 - Facilities Master Plan)*

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

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

- (cf. 1220 - Citizen Advisory Committees)*
- (cf. 2230 - Representative and Deliberative Groups)*
- (cf. 6020 - Parent Involvement)*
- (cf. 9130 - Board Committees)*

In addition, school-level plans may be developed to meet the unique circumstances of individual school sites provided that they are consistent with law, CROP vision, Board policies, administrative regulations and CROP plans. School plans may be subject to review and approval of the Superintendent or his/her designee and/or the Board.

**COMPREHENSIVE PLANS** (continued)

*Legal Reference:*

EDUCATION CODE

*35035 Powers and duties of Superintendent*

*35291 Rules (power of governing board)*

*Management Resources:*

CSBA PUBLICATIONS

*Maximizing School Board Leadership: Vision, 1996*

WEB SITES

CSBA: <http://www.csba.org>

**NONDISCRIMINATION IN CROP PROGRAMS AND ACTIVITIES**

The Board of Trustees is committed to equal opportunity for all individuals in education. Coastline Regional Occupational Program (CROP) shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all CROP activities.

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

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

*(cf. 6164.6 - Identification and Education Under Section 504)*

*(cf. 6178 - Career Technical Education)*

*(cf. 6200 - Adult Education)*

CROP programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent, in collaboration with partnering school districts, shall ensure that the CROP provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

*(cf. 6020 - Parent Involvement)*

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

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

The Superintendent or his/her designee or partnering district Superintendent shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the CROP's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)

**NONDISCRIMINATION IN CROP PROGRAMS AND ACTIVITIES** (continued)

The Superintendent or his/her designee shall also provide information about related complaint procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

In compliance with law, the CROP's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

*(cf. 5145.6 - Parental Notifications)*

*Legal Reference: (see next page)*

## NONDISCRIMINATION IN CROP PROGRAMS AND ACTIVITIES (continued)

### *Legal Reference:*

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

#### GOVERNMENT CODE

11000 Definitions

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

#### PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

#### CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

#### UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

#### UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

#### UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

#### CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

### *Management Resources:*

#### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Protecting Students from Harassment and Hate Crime, January, 1999*

*Notice of Non-Discrimination, January, 1999*

*Nondiscrimination in Employment Practices in Education, August, 1991*

#### WEB SITES

CDE: <http://www.cde.ca.gov>

Safe Schools Coalition: <http://www.casafeschoolscoalition.org>

Pacific Disability and Business Technical Assistance Center: <http://www.pacdbtac.org>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>



**Philosophy, Goals, Objectives, and Comprehensive Plans**

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION**

The Board of Trustees desires to provide a free and appropriate public education to all individuals with disabilities who reside in Coastline Regional Occupational Program (CROP) partner districts and may be enrolled in CROP schools or programs.

The CROP will provide appropriate accommodations as described in the IEP from the partner district for those students with disabilities who enroll in CROP classes or programs.

*An individual with exceptional needs means* a student who has been identified as eligible and receives services from a partner district under the Individuals with Disabilities Education Act (IDEA), United States Code, Title 20, 1400-1482, and Education Code 56000 et seq or a partner district's student who receives accommodations and modifications under Section 504 of the Rehabilitation Act of 1973.

The partner districts shall provide and pay for any services, accommodations or modifications required under a student's IEP or 504 Plan while the student is enrolled in the CROP programs.

*Legal Reference: (see next page)*

**COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)**

*Legal Reference:*

EDUCATION CODE

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

GOVERNMENT CODE

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

WELFARE AND INSTITUTIONS CODE

361 *Limitations on parental control*  
726 *Limitations on parental control*

CODE OF REGULATIONS, TITLE 5

3000-3089 *Regulations governing special education*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Rehabilitation Act of 1973, Section 504*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

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

*Management Resources:*

WEB SITES

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

## **Philosophy, Goals, Objectives, and Comprehensive Plans**

### **CROP TECHNOLOGY PLAN**

The Board of Trustees recognizes that technological resources can enhance student achievement by increasing student access to information, developing their technological literacy skills, and providing instruction tailored to student needs. Effective use of technology can also increase the efficiency of the Coastline Regional Occupational Program (CROP) noninstructional operations and governance. The Board is committed to the development and maintenance of an CROP infrastructure and to providing staff professional development that will allow the implementation of existing and new technologies.

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

The Superintendent or his/her designee shall develop a five-year technology plan which:

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

*(cf. 0000 - Mission)*  
*(cf. 0200 - Operational Principles)*  
*(cf. 6000 - Concepts and Roles)*

2. Contains clear goals for the use of technology based on an assessment of CROP needs
3. Addresses all components required for state or federal technology grant programs, administered by the California Department of Education, in which the CROP participates (Education Code 51871.5, 52295.35; 5 CCR 11974; 20 USC 6764; 47 CFR 54.508)
4. Addresses the use of technology to improve CROP governance, CROP and school site administration, support services, and communications

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

### **Planning Team**

The Superintendent or his/her designee shall appoint a planning team to assist with the development of the technology plan. The recommendations of the committee shall be advisory only and shall not be binding on the Board. The plan shall be submitted to the Board for approval.

## **CROP TECHNOLOGY PLAN (continued)**

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

### *Legal Reference:*

#### EDUCATION CODE

10550-10555 Telecommunications standards

11800 K-12 High Speed Network grant program

51006 Computer education and resources

51007 Programs to strengthen technological skills

51865 California distance learning policy

51870-51874 Educational technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of federal Enhancing Education Through Technology (EETT) grant program

60010 Instructional materials, definition

66940-66941 Distance learning

#### PENAL CODE

502 Computer crimes, remedies

#### CODE OF REGULATIONS, TITLE 5

11971-11979.5 Enhancing Education Through Technology grants

#### UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D

#### UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

#### CODE OF FEDERAL REGULATIONS, TITLE 47

54.500-54.523 Universal service support for schools, especially:

54.508 Technology plan

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Education Technology Planning: A Guide for School Districts, 2001

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Education Technology Office: <http://www.cde.ca.gov/ls/et>

California Learning Resource Network: <http://www.clrn.org>

California Technology Assistance Project: <http://www.ctap.k12.ca.us>

International Society for Technology in Education: <http://www.iste.org>

Technical Support for Education Technology in Schools: <http://www.techsets.org>

**COMPREHENSIVE SAFETY PLAN**

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

*(cf. 0510 - School Accountability Report Card)*

*(cf. 5131 - Conduct)*

*(cf. 5137 - Positive School Climate)*

The Superintendent or his/her designee shall oversee the development of a Coastline Regional Occupational Program (CROP) comprehensive school safety plan that is applicable to each CROP site. (Education Code 32281)

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

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

*(cf. 9322 - Agenda/Meeting Materials)*

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

*(cf. 1340 - Access to CROP Records)*

By October 15 of each year, the Superintendent or his/her designee shall notify the California Department of Education if the CROP has not complied with the requirements of Education Code 32281. (Education Code 32288)

*(cf. 1312.3 - Uniform Complaint Procedures)*

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of sex discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

*Legal Reference continued: (see next page)*

## COMPREHENSIVE SAFETY PLAN (continued)

### *Legal Reference: (continued)*

#### EDUCATION CODE (continued)

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

41510-41514 School Safety Consolidated Competitive Grant Program

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student who has committed acts constituting grounds for suspension or expulsion

67381 Violent crime

#### PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

#### CALIFORNIA CONSTITUTION

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

#### CODE OF REGULATIONS, TITLE 5

11992-11993 Definition, persistently dangerous schools

11987-11987.7 School Community Violence Prevention Program requirements

#### UNITED STATES CODE, TITLE 20

7101-7165 Safe and Drug Free Schools and Communities, especially:

7114 Application for local educational agencies

7912 Transfers from persistently dangerous schools

#### UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

### *Management Resources:*

#### CSBA PUBLICATIONS

*911! A Manual for Schools and the Media During a Campus Crisis, 2001*

*Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Safe Schools: A Planning Guide for Action, 2002*

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007*

*Early Warning, Timely Response: A Guide to Safe Schools, August 1998*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lss/>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Center for Effective Collaboration and Practice: <http://cecp.air.org>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Alliance for Safe Schools: <http://www.safeschools.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office of Safe and Drug Free Schools:

<http://www.ed.gov/about/offices/list/osdfs/index.html>

**COMPREHENSIVE SAFETY PLAN**

**Content of the Safety Plan**

The Coastline Regional Occupational Program (CROP) safety plan shall include an assessment of the current status of school crime committed on campus(es) and at CROP functions. (Education Code 32282)

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the CROP's procedures for complying with existing laws related to school safety. The plan shall include the development of all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

*(cf. 0410 - Nondiscrimination in CROP Programs and Activities)*

*(cf. 6159 - Individualized Education Program)*

- b. An earthquake emergency procedure system in accordance with Education Code 32282

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

- c. A procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

*(cf. 1330 - Use of School Facilities)*

*(cf. 3516.1 - Fire Drills and Fires)*

*(cf. 3516.2 - Bomb Threats)*

*(cf. 3516.5 - Emergency Schedules)*

*(cf. 3543 - Transportation Safety and Emergencies)*

3. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

**COMPREHENSIVE SAFETY PLAN** (continued)

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

*(cf. 4158/4258/4358 - Employee Security)*

5. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

6. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

*(cf. 5142 - Safety)*

7. A safe and orderly school environment conducive to learning

*(cf. 5137 - Positive School Climate)*

8. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

*(cf. 5144 - Discipline)*

9. Hate crime reporting procedures

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*



**COMPREHENSIVE SAFETY PLAN** (continued)

10. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school

*(cf. 3514.1 - Hazardous Substances)*

*(cf. 3514.2 - Integrated Pest Management)*

11. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

12. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515 - Campus Security)*

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5131.5 - Vandalism and Graffiti)*

13. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

*(cf. 3515.2 - Disruptions)*

*(cf. 3515.5 - Sex Offender Notification)*

*(cf. 5131.4 - Student Disturbances)*

- b. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- c. Coordination of communication to schools, Board of Trustees members, parents/guardians, and the media

*(cf. 1112 - Media Relations)*

*(cf. 9010 - Public Statements)*

**COMPREHENSIVE SAFETY PLAN** (continued)

- d. Development of a method for the reporting of violent incidents
  - e. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
14. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

**ACCOUNTABILITY**

The Board of Trustees recognizes its responsibility to ensure accountability to the public for the performance of Coastline Regional Occupational Program (CROP) programs. The Board shall regularly review the effectiveness of the CROP's programs, personnel, and fiscal operations, with a focus on the CROP's effectiveness in improving student achievement. The Board shall establish systems and processes to monitor results and to evaluate the CROP's progress toward accomplishing the CROP's vision and goals.

*(cf. 0000 - Mission)*

*(cf. 0200 – Operational Principles)*

*(cf. 0400 - Comprehensive Plans)*

*(cf. 2140 - Evaluation of the Superintendent)*

*(cf. 3460 - Financial Accountability and Reports)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6190 - Evaluation of the Instructional Program)*

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

The Board and the Superintendent shall agree upon appropriate measures of CROP, school, and student performance and shall establish a schedule for providing regular reports to the Board and the public regarding CROP progress.

*(cf. 0510 – Annual Program Review)*

*(cf. 0510.1 – Program Review Criteria)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of the review and evaluation of CROP programs and operations.

*Legal Reference: (see next page)*

## ACCOUNTABILITY (continued)

### *Legal Reference:*

#### EDUCATION CODE

33127-33129 *Standards and criteria for fiscal accountability*

33400-33407 *CDE evaluation of district programs*

44660-44665 *Evaluation of certificated employees*

51041 *Evaluation of the educational program*

52050-52059 *Public Schools Accountability Act*

60640-60649 *Standardized Testing and Reporting Program*

#### CODE OF REGULATIONS, TITLE 5

15440-15463 *Standards and criteria for fiscal accountability*

#### UNITED STATES CODE, TITLE 20

6311 *Accountability, adequate yearly progress*

6312 *Local educational agency plan*

6316 *School and district improvement*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.13-200.20 *Adequate yearly progress*

200.30-200.35 *Identification of program improvement schools*

200.36-200.38 *Notification requirements*

200.52-200.53 *District improvement*

### *Management Resources:*

#### CSBA PUBLICATIONS

*Maximizing School Board Governance*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>

U.S. Department of Education, No Child Left Behind: <http://www.nclb.gov>