

## VALENZUELA REQUIREMENTS TIMELINE for 2007-08

### Work Associated with All Schools Serving Grades 10-12 in LEAs Participating in the CAHSEE Intensive Instruction and Services Program

Timeline	County Superintendent	District/Charter School
<p>Beginning in 2007-08 with the classes of 2006 and 2007 and each term thereafter for two academic years [E.C. § 37254 (d)(3) ]</p> <p><i>Note: Eligible students in the Class of 2008 will be notified before the end of the 2007-08 academic year.</i></p>	<p><i>For COE-operated instructional programs serving students in grades 10-12:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Provide written notice of eligibility and right to file a complaint</u></b> to each pupil eligible for continued instructional services after the 12<sup>th</sup> grade, and send this notice to the last known address before the end of each school term.</li> <li><input type="checkbox"/> <b><u>Post the eligibility notice</u></b> in the school office of all schools serving grades 10-12 and county office and on the county Internet website.</li> <li><input type="checkbox"/> <b><u>Translate the notice</u></b> if 15% or more students in a school speak a single primary language other than English. [E.C. 48985]</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Provide written notice of eligibility and right to file a complaint</u></b> to each pupil eligible for continued instructional services after the 12<sup>th</sup> grade, and send this notice to the last known address before the end of each school term.</li> <li><input type="checkbox"/> <b><u>Post the eligibility notice</u></b> in the school office of all schools serving grades 10-12 and district office and on the district Internet website.</li> <li><input type="checkbox"/> <b><u>Translate the notice</u></b> if 15% or more students in a school speak a single primary language other than English. [E.C. 48985]</li> </ul>
<p>Beginning 2007-08 for each term thereafter for two academic years</p> <p>[E.C. § 37254 (d)(4), (5), and (6)]</p> <p><i>Note: Eligible students in the Class of 2008 will be notified before the end of the 2007-08 academic year.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Provide opportunities for intensive instruction and services</u></b> to all eligible students based on the results of a diagnostic assessment and prior results of the CAHSEE.</li> <li><input type="checkbox"/> <b><u>Employ strategies</u></b> for instruction and services most likely to result in these pupils passing the parts of the CAHSEE that they have not passed.</li> <li><input type="checkbox"/> <b><u>Provide services to English learners</u></b> to improve English proficiency as needed based on the results of the diagnostic assessment and prior results of the CAHSEE.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Provide opportunities for intensive instruction and services</u></b> to all eligible students based on the results of a diagnostic assessment and prior results of the CAHSEE.</li> <li><input type="checkbox"/> <b><u>Employ strategies</u></b> for instruction and services most likely to result in these pupils passing the parts of the CAHSEE that they have not passed.</li> <li><input type="checkbox"/> <b><u>Provide services to English learners</u></b> to improve English proficiency as needed based on the results of the diagnostic assessment and prior results of the CAHSEE.</li> </ul>

***Work Associated with All Schools Serving Grades 10-12 in LEAs Participating in the CAHSEE Intensive Instruction and Services Program***

Timeline	County Superintendent	District/Charter School
<p>For 2007-08 and annually thereafter</p> <p>[E.C. § 37254 (d)(7) and (8)]</p>	<p><input type="checkbox"/> <b><u>Submit data</u></b> to the Superintendent of Public Instruction on the number of eligible pupils at each high school in the county operated programs.</p> <p><input type="checkbox"/> <b><u>Submit an annual report</u></b> to the Superintendent of Public Instruction on the manner and frequency in which eligible pupils were notified of the services provided, the number of pupils served for each type of service, and the number of pupils who successfully pass the CAHSEE by type of service provided.</p>	<p><input type="checkbox"/> <b><u>Submit data</u></b> to the Superintendent of Public Instruction on the number of eligible pupils at each high school in the school district or charter school.</p> <p><input type="checkbox"/> <b><u>Submit an annual report</u></b> to the Superintendent of Public Instruction and the county superintendent on the manner and frequency in which eligible pupils were notified of the services provided, the number of pupils served for each type of service, and the number of pupils who successfully pass the CAHSEE by type of service provided.</p> <p><input type="checkbox"/> <b><u>Submit an annual report</u></b> to the Superintendent of Public Instruction and the county superintendent on the number of pupils served, the number of school counselors involved in conferences, the number and % of pupils who participated in conferences and who successfully pass the CAHSEE and those who failed to pass one or both sections of the CAHSEE, and a summary of the most prevalent results for pupils based on the graduation plans developed for the Supplemental Counseling Program. (Note: for those LEAs participating in the Middle and High School Supplemental Counseling program.) [E.C. § 52380]</p>
<p>For 2007-08 and annually thereafter</p> <p>[E.C. § 35186(a)]</p>	<p><input type="checkbox"/> <b><u>Use revised policy adopted for a Uniform Complaint Procedure</u></b> at all schools of the LEA serving students in grades 10-12 to identify and resolve complaints related to:</p> <ul style="list-style-type: none"> <li>• Deficiencies in instructional materials;</li> <li>• Emergency or urgent facility conditions;</li> <li>• Teacher vacancies and misassignments; and</li> <li>• <b><u>Opportunities to receive intensive instruction and services.</u></b></li> </ul>	<p><input type="checkbox"/> <b><u>Use revised policy for a Uniform Complaint Procedure</u></b> at all schools of the LEA serving students in grades 10-12 to identify and resolve complaints related to:</p> <ul style="list-style-type: none"> <li>• Deficiencies in instructional materials;</li> <li>• Emergency or urgent facility conditions;</li> <li>• Teacher vacancies and misassignments; and</li> <li>• <b><u>Opportunities to receive intensive instruction and services.</u></b></li> </ul>

**Work Associated with All Schools Serving Grades 10-12 in LEAs Participating in the CAHSEE Intensive Instruction and Services Program**

Timeline	County Superintendent	District/Charter School
For 2007-08 and annually thereafter	<input type="checkbox"/> <b><u>Immediately forward complaints related to intensive instruction and services</u></b> to the county official designated by the county superintendent. [E.C. § 35186(a)(4)]	<input type="checkbox"/> <b><u>Immediately forward complaints related to intensive instruction and services</u></b> to the LEA official designated by the district superintendent or charter school director. [E.C. § 35186(a)(4)]
As soon as possible [E.C. § 35186(f)]	<input type="checkbox"/> <b><u>Post a revised notice in each classroom</u></b> at schools serving grades 10-12 notifying parents/guardians/pupils/teachers: <ul style="list-style-type: none"> <li>• That there should be sufficient textbooks and instructional materials for each student to use in class and to take home;</li> <li>• That school facilities must be clean, safe, and maintained in good repair;</li> <li>• That there should be no teacher vacancies or misassignments;</li> <li>• <b><u>That pupils who have not passed the CAHSEE by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until the pupil has passed both parts of the exam;</u></b> and</li> <li>• How to obtain complaint forms.</li> </ul>	<input type="checkbox"/> <b><u>Post a revised notice in each classroom</u></b> at schools serving grades 10-12 notifying parents/guardians/pupils/teachers: <ul style="list-style-type: none"> <li>• That there should be sufficient textbooks and instructional materials for each student to use in class and to take home;</li> <li>• That school facilities must be clean, safe, and maintained in good repair;</li> <li>• That there should be no teacher vacancies or misassignments;</li> <li>• <b><u>That pupils who have not passed the CAHSEE by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until the pupil has passed both parts of the exam;</u></b> and</li> <li>• How to obtain complaint forms.</li> </ul>
Quarterly <ul style="list-style-type: none"> <li>▪ October</li> <li>▪ January</li> <li>▪ April</li> <li>▪ July</li> </ul>	<input type="checkbox"/> <b><u>Prepare and submit a report of summarized data on the nature and resolution of all complaints</u></b> to the county board and county superintendent. [E.C. § 35186(d)]	<input type="checkbox"/> <b><u>Prepare and submit a report of summarized data on the nature and resolution of all complaints</u></b> to the district board and county superintendent. [E.C. § 35186(d)]

***Work Associated with LEAs Participating in the CAHSEE Intensive Instruction and Services Program  
County Superintendent Monitoring Requirements for 2007-08***

Timeline	Monitoring Requirement
<p>Annually</p> <p>[E.C. § 1240(c)(2)(E)]</p> <p>Beginning in 08-09, the timing of the verification by the county superintendent will be consistent with the timing of the <i>Williams</i> visits.</p>	<p><i>For all LEAs participating in the CAHSEE intensive instruction and services program:</i></p> <p><input type="checkbox"/> <b><u>The county superintendent or his or her designee shall verify both of the following:</u></b></p> <ul style="list-style-type: none"> <li>• That pupils who have not passed the CAHSEE by the end of grade 12 are informed that they are entitled to received intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until the pupil has passed both parts of the CAHSEE; and</li> <li>• That pupils who have elected to receive intensive instruction and services are being served.</li> </ul> <p><input type="checkbox"/> For county operated instructional programs, the county shall <b><u>contract with another county office of education or an independent auditor</u></b> to conduct the required verification and make all reports required under <i>Valenzuela</i> legislation.</p> <p><input type="checkbox"/> <b><u>(Optional) For districts without Williams Deciles 1-3 schools serving grades 10-12, charter schools, and county-operated programs,</u></b> send a letter to the superintendent or charter school director on the results of the documentation verification reviews.</p>
<p>Quarterly</p> <ul style="list-style-type: none"> <li>▪ October</li> <li>▪ January</li> <li>▪ April</li> <li>▪ July</li> </ul>	<p><i>For districts participating in the CAHSEE intensive instruction and services program <u>with Williams Deciles 1-3 Schools:</u></i></p> <p><input type="checkbox"/> <b><u>Report quarterly to local district governing board</u></b> describing results of visits/reviews during previous quarter.</p> <p><input type="checkbox"/> If no visits or reviews conducted, report must so indicate. [E.C. § 1240(c)(2)(H)]</p>

***Work Associated Only with Deciles 1-3 Schools Serving Grades 10-12 in Districts Participating in the CAHSEE Intensive Instruction and Services Program***  
***County Superintendent Monitoring Requirements for 2008-09***

Timeline	Monitoring Requirement
<p>Beginning in 2008-09 and annually thereafter</p> <ul style="list-style-type: none"> <li>▪ Completed by the 4<sup>th</sup> week of the school year (except for counties with 200 or more schools)</li> </ul> <p>[E.C. 1240(c)(2)(J) ]</p>	<p><i>For districts participating in the CAHSEE intensive instruction and services program <u>with Williams Deciles 1-3 Schools:</u></i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Visit schools in Deciles 1-3 serving pupils in grades 10-12</u></b> to determine: <ul style="list-style-type: none"> <li>• Extent to which pupils who have not passed the CAHSEE by the end of grade 12 are informed they are entitled to instruction and services for up to two consecutive academic years after completion of grades 12 or until they pass the CAHSEE; and</li> <li>• Extent to which pupils who have elected to receive services are being served.</li> </ul> </li> </ul>
<p>Quarterly</p> <ul style="list-style-type: none"> <li>▪ October</li> <li>▪ January</li> <li>▪ April</li> <li>▪ July</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Report results of county superintendent visits and reviews of Deciles 1-3 schools</u></b> to the district governing board. If no visits or reviews are conducted in a quarter, the quarterly report must report that fact. [E.C. 1240(c)(2)(H)]</li> </ul>
<p>Annually</p> <ul style="list-style-type: none"> <li>▪ November</li> </ul> <p><i>Note: The annual report for 2007-08 will be submitted in November 2008. The annual report for 2008-09 will be submitted in November 2009.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Present a report on the state of the schools in Deciles 1-3,</u></b> at a regularly scheduled board meeting in November, to the district board, county board of education, and county board of supervisors using a standardized template unless the county superintendent already uses a template that includes the required details for each school visited and reviewed. [E.C. 1240(c)(2)(B)]</li> <li><input type="checkbox"/> <b><u>For districts not participating in the CAHSEE instruction and services program,</u></b> include any information in the report voluntarily provided by the district regarding their efforts to inform and provide services to students completing the 12<sup>th</sup> grade and not passing the CAHSEE.</li> </ul>