



CALIFORNIA RURAL LEGAL ASSISTANCE, Inc.

June 13, 2008

Dr. Carl Wong
Sonoma County Superintendent of Schools
5340 Skylane Boulevard
Santa Rosa, CA 95403

Santa Rosa
725 Farmers Lane, Ste. 10
Santa Rosa, CA 95405
(707) 528-9941
(707) 528-0125 (fax)
www.crla.org

**Re: California Public Records Act Request Re: Sonoma County
Juvenile Court and County Community Schools**

Jeffery Hoffman
Directing Attorney

Sent via U.S. Mail

Robert J. Lotero
Assistant Directing Attorney

Dear Superintendent Wong,

Dylan Saake
Staff Attorney

Pursuant to the California Public Records Act (Government Code § 6250 *et seq.*), we are requesting copies of public records related to educational programs and services provided to youth enrolled in juvenile court (Education Code §§ 48645 *et seq.*) county community schools (Education Code §§ 1980 *et seq.*) and other alternative education programs established and operated by the Sonoma County Office of Education (SCOE). Please provide us with copies of all public records, as defined by Government Code § 6250(e) and (g) reflecting the following:

**Alfredo Sanchez
Lorenzo Oropeza**
Community Workers

Hilda Cisneros
Administrative Legal Secretary

Dulce Leal
Clerical

Central Office
631 Howard St., #300
San Francisco, CA 94105
Telephone 415.777.2752
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José R. Padilla
Executive Director

Luis Jaramillo
Deputy Director

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1. The names of all juvenile court schools established and operated by SCOE, along with their respective addresses, phone numbers and facility administrators or principals;
2. The names of all county community schools established and operated by SCOE, along with their respective addresses, phone numbers and facility or site administrators or principals;
3. The total student enrollment by grade level, race/ethnicity, and gender for each SCOE juvenile court and county community school site for the 2006-2007 and 2007-2008 academic years;
4. The total number of students participating in the SCOE "Home Study" program by grade level, race/ethnicity, and gender during the 2006-2007 and 2007-2008 academic years;
5. The total number of students enrolled in any of the entities identified in response to request nos. 1 and 2 during the 2006-2007 and 2007-2008 academic school years who were also on "Independent Study" as referenced on page 13 of the SCOE "Handbook for Referring Districts and Agencies" (Alternative Education Programs – Revised 2007);
6. The total number of students enrolled in either the SCOE "Home Study" program who are identified as either a "Section 300", "Section 601", "Section 602", or "Section 654" youth as referenced on pages 4-5 of the SCOE "Handbook for Referring Districts and Agencies" (Alternative Education Programs – Revised 2007);

7. The referral and enrollment policies and procedures for the SCOE "Home Study" program in effect during the 2006-2007 and 2007-2008 academic school years, along with all related forms and notices including forms and notices in languages other than English;
8. The referral and enrollment policies and procedures for all SCOE community schools in effect during the 2006-2007 and 2007-2008 academic years, along with all related forms and notices including forms and notices in languages other than English;
9. The total number of students referred by each school district within Sonoma County to the SCOE's Alternative Education Program, including the name of each district, the basis for the referral, and the race/ethnicity, gender and Limited English Proficient (LEP) or English Learner (EL) status of each student referred, along with a copy of each SCOE referral form for each student. Anything produced responsive to this request should be catalogued as follows:
 - a. Redaction of the name of the student, parent(s) and guardian(s);
 - b. Redaction of the address, telephone number or social security number of the student, parent(s) and guardian(s) of that student.
10. All handbooks, brochures, or other documents made available to parents, guardians or other adults responsible for or appointed to make educational decisions during the 2006-2007 and 2007-2008 academic years for youth enrolled in any of the entities identified in response to request nos. 1 and 2, in all languages available;
11. Descriptions of all policies and procedures in effect during the 2006-2007 and 2007-2008 academic school years and related to the transition of students enrolled in the any of the entities identified in response to request nos. 1 and 2 back to their prior regular school districts;
12. The total number of students enrolled in any of entities identified in response to request nos. 1 and 2 or in the SCOE "Home Study" program who elected to be reviewed for return to their regular school district and the number who actually returned and were readmitted to their regular school district;
13. All handbooks, brochures, or other documents related to the SCOE "Home Study" program and made available to parents, guardians or other adults responsible for or appointed to make educational decisions for youth enrolled in the SCOE "Home Study" program during the 2006-2007 and 2007-2008 academic years, in all languages available;
14. The 2006-2007 and 2007-2008 Alternative Schools Accountability Model report submitted for each entity identified in response to request nos. 1 and 2;
15. Any requests from Sonoma's juvenile hall administrator to the SCOE Superintendent to certify that the juvenile court school's program complies with the provisions of 15 CCR § 1370 during the 2006-2007 and 2007-2008 academic years.
16. Any memoranda of understanding between the SCOE and the Sonoma County Probation Department related to the operation of any SCOE juvenile court school in effect during the 2006-2007 and 2007-2008 academic school years.

17. Any written policies and procedures in effect during the 2006-2007 and 2007-2008 academic years designed to ensure communication and coordination between SCOE and Sonoma County probation staff, including but not limited to discipline and attendance policy and procedures [15 CCR § 1370(a)];
18. Any 2006-2007 and 2007-2008 annual review of the SCOE juvenile court schools conducted pursuant to 15 CCR § 1370(b);
19. Any written evaluations, California Department of Education Coordinated Compliance Review or Categorical Program Monitoring reports or audits, WASC reports or any review or audit conducted by any other entity within the last five years concerning the schools or programs identified in response to request nos. 1 and 2;
20. The number and type of instructional staff assigned during the 2006-2007 and 2007-2008 academic school years to each school and/or program identified in response to request nos. 1 and 2 and their credentials;
21. Reports, master plans or other documents which describe the educational programs provided at each entity or program identified in response to request nos. 1 and 2, including, but not limited to: the courses of study, course descriptions, the instructional materials and text books utilized, and any academic assessments in effect during the 2006-2007 and 2007-2008 academic schools years [15 CCR § 1370 (b)(1)];
22. Any General Education Development (GED) preparation program including but not limited to: how students are deemed eligible to participate in the program, how many students have participated in the program during the 2006-2007 and 2007-2008 academic school years and how many students successfully obtained their GED [15 CCR § 1370(b)(2);
23. Policies or procedures which govern the expulsion/suspension process during the 2006-2007 and 2007-2008 academic school years for each entity listed in records responsive to request nos.1 and 2 [15 CCR § 1370(c)(3)];
24. The number of suspensions and expulsions recommended for each entity identified in response to request nos. 1 and 2, including the basis or grounds for each recommendation, the race, ethnicity, gender, and/or LEP or EL status of each student recommended for suspension or expulsion, and the name and position of each school personnel or staff member, (including school resource officers, security guards and/or other law enforcement officers) who recommended each suspension or expulsion during the 2006-2007 and 2007-2008 school year. Anything produced responsive to this request should be catalogued as follows:
 - a. Redaction of the name of the student, parent(s) and guardian(s);
 - b. Redaction of the address, telephone number or social security number of the student, parent(s) and guardian(s) of that student.

25. Policies and procedures in effect during the 2006-2007 and 2007-2008 academic school years that governed or guided communications advising school staff of administrative decisions made by probation staff that may affect the educational programming of students [15 CCR § 1370(c)(2)];
26. The total number of students identified by disability and grade level as eligible for special education or 504 plans, enrolled during the 2006-2007 and 2007-2008 academic school year in each entity identified in response to request nos. 1 and 2;
27. Policies and/or procedures used to provide educational instruction for youth restricted to high security or confined to their cells or other special units pursuant to 15 CCR § 1307(d)(1)];
28. Policies and/or procedures addressing how students enrolled in the SCOE juvenile court or county community schools are assessed and identified as LEP or EL or Fluent English Proficient (FEP) [15 CCR § 1307(d)(3); Ed. Code §§ 62002, 53164; CCR 11307];
29. Descriptions of any educational program specifically designed to address the language needs of LEP or EL students enrolled in the entities identified in response to request nos. 1 and 2, including the number of instructional staff assigned to such a program and their credentials [15 CCR § 1370(d)(3)];
30. Any program or policy implemented during the 2006-2007 and 2007-2008 academic school years to ensure that LEP or EL students enrolled in the entities identified in response to request nos. 1 and 2 had access to all academic, vocational or any other program or services made available to English-speaking or non-LEP students [15 CCR § 1370(d)(3)];
31. Any program or services made available during the 2006-2007 and 2007-2008 academic school years to address the needs of detained youth who were identified as eligible for special education services, including the number of staff assigned to provide such services and their credentials [15 CCR § 1370(d)(2)];
32. The California Department of Education Language Census (Form R-30) for each juvenile court site and county community site identified in response to request nos. 1 and 2 for the 2006-2007 and 2007-2008 academic school years;
33. Policies and procedures related to the designation of a student as a gang member and the sharing of such information with other schools and/or school districts within Sonoma County in effect during the 2006-2007 and 2007-2008 academic school years;
34. Policies and procedures in effect during the 2006-2007 and 2007-2008 academic school year that related to the calculation, reporting and transferring of the full or partial credit a youth obtained while enrolled in any of the entities identified in response to nos. 1 and 2 to their subsequent school placement [15 CCR § 1370(f)(2)];
35. The "Single Plan for Pupil Achievement" for each SCOE juvenile court and county community school site identified in response to request nos. 1 and 2. (Educ. Code §64001);

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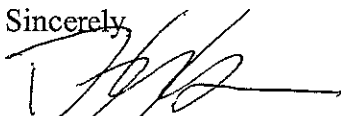
36. The SCOE California Basic Education Data Systems (CBEDS) report for the 2007-2008 school year for each SCOE school or program.
37. The SCOE's Consolidated Application (Parts I and II) for the 2007-2008 school year;
38. Descriptions of all individual, group and educational counseling opportunities referred to on page 2 of the SCOE "Handbook for Referring Districts and Agencies" purportedly offered to youth on "Home Study" and those enrolled in the entities identified in response to request nos. 1 and 2, including the names and credentials of all counseling staff, and any entities and/or community based organizations which SCOE contracted with to provide such services during the 2006-2007 and 2007-2008 academic school years;
39. Any SCOE parent involvement policy developed and implemented pursuant to No Child Left Behind (20 U.S.C § 6318(b)).

Please send a response within 10 days, as required by Government Code section 6253 (c), to the Santa Rosa Offices of California Rural Legal Assistance at the address indicated on the letterhead above.

We are a not-for-profit legal services organizations and do not charge our clients for our services. We therefore kindly request a waiver of any copying charges.

If you have any questions or concerns regarding this request, feel free to contact either one of us at the e-mail addresses or phone numbers listed below. Also, please forward this request to any and all persons in your office who can assist in complying with this request. We thank you in advance for your prompt attention to this request.

Sincerely,



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