

Ashland School District Corrective Action Plan

In Response to the Final Order From
The Oregon Department of Education Dated March 17, 2017
In The Appeal of the Ashland School Board's July 27, 2016 Decision
In A Complaint Filed By Matt Richards.

BACKGROUND:

On July 27, 2016, the Ashland School Board responded to a complaint about services for Talented and Gifted students served in the Ashland School District filed by a district parent, Matt Richards.

Mr. Richards filed an appeal of the Board's response, alleging violation of OAR 581-022-1330 Programs and Services for Talented and Gifted (TAG) Students.

On March 17, 2017, the Oregon Department of Education issued a Final Order identifying three areas of corrective action based on their investigation of the complaint.

PURPOSE OF THE CORRECTIVE ACTION PLAN:

The purpose of the corrective action plan is to appropriately address identified areas of non-compliance with OAR 581-022-1330 Programs and Services for Talented and Gifted (TAG) Students, specifically:

1. Professional Development for teachers around how to effectively use rate and level in the classroom;
2. Improving and ensuring access for all teachers to information about which students in a teacher's class have been TAG identified and the contents of the identified students' individual TAG plans; and
3. Implementing a consistent opportunity for parents to review their student's TAG plan, discuss, and provide input to the classroom teacher.

Ashland School District recognizes that the corrective actions required will benefit our staff in their delivery of services to Talented and Gifted students. The District has a commitment to appropriate instruction for all learners and values the involvement and partnership with parents that can bring positive results for students. Further, administration is appreciative of the thoughtful investigation and technical assistance provided by the Department of Education throughout the investigation process.

The District is proceeding with the corrective actions as required and is not asking for reconsideration. Further, the District is not requesting an extension of time to complete the corrective actions and fully anticipates meeting the June 15, 2017 plan submission date and plan completion requirement prior to the start of the 2017-2018 school year. The District reserves the right to ask for an extension as allowable in the event of unforeseen deterrents out of reasonable control.

Corrective Action	Completion Date	Evidence of Action
CORRECTIVE ACTION 1: Professional Development for teachers around how to effectively use rate and level in the classroom;		
Provided training for all administrators on Oregon TAG statute and administrative regulations, district policy and district process manual with Julie York, Consultant;	December 7, 2016	Meeting attendance roster Agenda notes
One administrator and one teacher from each building will attend a regional TAG program training with Angela Allen at SOESD. The teachers will serve as building level TAG coordinators and provide training for all teachers on June 13, 2017, on TAG processes;	April 26, 2017	Meeting attendance roster
All teachers will participate in level appropriate training in assessing rate and level and differentiating instruction for TAG students with Susan Winebrenner from Education Consulting Services, LLC.; training will specifically address identified concerns or misconceptions from ODE complaint response; additional follow-up trainings will be scheduled later in the year.	August 22-23, 2017:	Meeting attendance roster Published Agenda
Corrective Action	Completion Date	Evidence of Action
CORRECTIVE ACTION 2: Improving and ensuring access for all teachers to information about which students in a teacher's class have been TAG identified and the contents of the identified students' individual TAG plans;		
At the June and August training, teachers will review currently available tools within the student information system attendance screen that alert teachers to identified students in any of their classes in real time; instructions will also be sent electronically as well;	August 2017	Copy of email with teacher instructions
Child Study Teams will now use OneNote (a cloud-based shared resource) or other shared recording mechanism to track identification and eligibility processes; notebook will include protocols for sharing newly identified students with teachers and generating lists of currently identified students for teachers before the start of each term;	August 2017	Copy of relevant pages from CST manual

CORRECTIVE ACTION 2: (Continued)		
<ul style="list-style-type: none"> • A Note on FERPA compliance, data security, confidentiality and the District’s cloud solution: <ul style="list-style-type: none"> ○ The District has reviewed relevant records policies, appropriate use policies and the Microsoft Terms of Service, and verifies that the OneNote product is licensed for an educational institution and meets FERPA requirements when correctly administered. ○ District IT staff have received training in and have expertise in networked and cloud-resourced security. IT staff has established controls to limit access to identified school staff with a legitimate ‘need to know.’ Only identified staff with a trusted networked account may access the resource. Access is controlled by the IT department and personal email addresses may not be used to login to the system. ○ Staff will receive instruction on how to use the system including: <ul style="list-style-type: none"> ▪ Importance of separating SSID numbers from personally identifiable information; ▪ Limiting use of personally identifiable information. ○ The District is exploring an alternative solution that will reside within the current student information system and may be a simpler and equally secure solution. 		
Add a report to the student information system that lists students by special program on a single sheet that teachers can print on demand; train teachers in how to print the report during June and August 2017 trainings.	August 2017	Copy of relevant report and emailed printing instructions
Corrective Action	Completion Date	Evidence of Action
CORRECTIVE ACTION 3: Implementing a consistent opportunity for parents to review their student's TAG plan, discuss, and provide input to the classroom teacher.		
Provide stipends and training for building level TAG coordinators to handle parent notifications and record keeping, as well as to support the identification and TAG planning processes;	June 2017	List of building TAG coordinator’s from district web site
Provide quarterly meeting time for building coordinators with the District TAG coordinator to assure consistency and support implementation starting spring 2017;	August 2017	Calendar of ongoing meetings and invited attendees for 2017-18
Improve TAG resources and information section on the District website;	July 2017	Link to relevant web pages
Improve building communications about TAG services through start of year newsletters, student handbooks (August 2017) and availability of TAG brochure in each school’s office and online.	August 2017	Copy of SOY newsletters and relevant sections of sample student handbook Copy of TAG Parent Brochure

EVIDENCE OF ACTION:

Materials identified as ‘Evidence of Action’ will be submitted electronically to the Oregon Department of Education no later than September 8, 2017.