

**KING GEORGE COUNTY PUBLIC SCHOOLS
SPECIAL EDUCATION CORRECTIVE ACTION PLAN
REVIEW DATE: September 21-24, 2010**

Requirements found in noncompliance with special education regulations. (All corrections must be made within one year.)	LEA's action steps and resources to ensure compliance and a statement as to how the LEA will monitor implementation.	Person/Position responsible for implementation (Telephone No.)	Timeline(s) for implementation
<p><u>Finding #1</u> <u>8VAC20-81-70. Evaluation and re-evaluation.</u> Each local education agency shall establish procedures for the evaluation and reevaluation of referrals of children in accordance with the provisions of this section. (34 CFR 300.122)</p> <p><u>Observation</u> Multiple record reviews revealed that not all reevaluations have been conducted within the three year timeline.</p> <p><u>Action needed by the LEA</u></p> <ul style="list-style-type: none"> • By April 1, 2011, provide staff development activities to address the requirement • Provide VDOE access to IEPs for verification of compliance upon request 	<p><u>Strategies/action steps to ensure compliance:</u></p> <ul style="list-style-type: none"> • In-service/training from T/TAC and/or VDOE staff for special education staff and administrators • Building level special education chairpersons/administrators will maintain a log of all case manager's students scheduled for reevaluation • Central office staff will review each school's list of students needing reevaluation once a month • Central office staff will maintain a log of monthly reviews at each school • Provide VDOE with access to student IEPs via <i>IEP Online</i> 	<p>Dr. Patrick Nealon (540) 775-8621</p> <p>Dr. Patrick Nealon Ms. Katie Feltner (540) 775-8622 Ms. A. Beuche KGHS Ms. S. Latney KGMS Ms. A. Harris KGES Ms. S. Fettherolf SES Mr. S. Gilbert PES</p> <p>Dr. Patrick Nealon Ms. Katie Feltner</p> <p>Dr. Patrick Nealon (540) 775-8621</p>	<p>Completed by March 31, 2011</p> <p>Beginning March 2, 2011</p> <p>February 21, 2011</p>

Evidence of implementation of strategies/action steps and evidence of correction to be provided to VDOE:

- In-service agendas and handouts
- In-service sign-in sheets, including names and positions of participants
- Completed reevaluation review log sheets
- Completed IEPs

<p>Finding #2 8VAC20-81-110. Individualized education program. B. Accountability 5. Each local educational agency shall ensure that the IEP team reviews the child's IEP periodically, but not less than annually, to determine whether the annual goals are being achieved and to revise its provisions, as appropriate, to address: (34 CFR 300.324(b))</p> <ul style="list-style-type: none"> a. Any lack of expected progress toward the annual goals and in the general curriculum, if appropriate; b. The results of any reevaluation; c. Information about the child provided to or by the parent(s); d. The child's anticipated needs; or e. Other matters. <p><u>Observation</u> Multiple record reviews revealed that not all IEP reviews have been conducted within the required annual timeline.</p> <p><u>Action needed by the LEA</u></p> <ul style="list-style-type: none"> • By April 1, 2011, provide staff development activities to address these requirements 	<p>Strategies/action steps to ensure compliance:</p> <ul style="list-style-type: none"> • In-service/training from T/TAC and/or VDOE staff for special education staff and administrators • Building level special education chairpersons/administrators will maintain a log of all case manager's students scheduled for annual IEP review • Central office staff will review each school's list of students needing annual IEP review once a month • Central office staff will maintain a log of monthly reviews at each school <p><u>Evidence of implementation of strategies/action steps and evidence of correction to be provided to VDOE:</u></p> <ul style="list-style-type: none"> • In-service agendas and handouts • In-service sign-in sheets, including names and positions of participants • Completed IEP annual review log sheets • Completed IEPs 	<p>Dr. Patrick Nealon (540) 775-8621</p> <p>Dr. Patrick Nealon Ms. Katie Feltner (540) 775-8622 Ms. A. Bueche KGHS Ms. S. Latney KGMS Ms. A. Harris KGES Ms. S. Fetterolf SES Mr. S. Gilbert PES</p> <p>Dr. Patrick Nealon Ms. Katie Feltner</p>	<p>Completed by March 31, 2011</p> <p>Beginning March 2, 2011</p>
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<p>Finding #3 8VAC20-81-110. Individualized education program. G. Content of the IEP 1. A statement of the child’s present level of academic achievement and functional performance, including how the child’s disability affects the child’s involvement and progress in the general curriculum or, for preschool children, as appropriate, how the disability affects the child’s participation in appropriate activities. (34 CFR 300.320(a)(1))</p> <p>a. The statement shall be written in objective measurable terms, to the extent possible. Test scores, if appropriate, shall be self-explanatory or an explanation shall be included.</p> <p><u>Observation</u> Multiple record reviews and discussions revealed that test scores were not explained</p> <p><u>Action needed by the LEA</u></p> <ul style="list-style-type: none"> By April 1, 2011, provide staff development activities to address these requirements 	<p><u>Strategies/action steps to ensure compliance:</u></p> <ul style="list-style-type: none"> In-service/training from T/TAC and/or VDOE staff for special education staff and administrators Technical assistance and monitoring of IEP development by external consultant provided by VDOE at the elementary and middle schools, with emphasis on the high school Consultant will maintain a daily log of activities completed in assisting teachers’ completion of IEPs for students on their caseload <p><u>Evidence of implementation of strategies/action steps and evidence of correction to be provided to VDOE:</u></p> <ul style="list-style-type: none"> In-service agendas and handouts In-service sign-in sheets, including names and positions of participants Completed consultant log sheets from each school Completed IEPs 	<p>Dr. Patrick Nealon (540) 775-8621</p> <p>Dr. Patrick Nealon (540) 775-8621</p> <p>Consultant to be determined</p>	<p>Completed by March 31, 2011</p> <p>Beginning March 4, 2011</p>
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<p>Finding #5 8VAC20-81-110. Individualized education program. G. Content of the IEP The IEP for each child with a disability shall include: 10. Secondary transition services. (34 CFR 300.43 and 34 CFR 300.320(b))</p> <p>a. Prior to the child entering secondary school but not later than the first IEP to be in effect when the child turns 14, or younger if determined appropriate by the IEP team, and updated annually thereafter, the IEP shall include age-appropriate: (1) Measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills; and (2) Transition services, including courses of study, needed to assist the child in reaching those goals. Transition services shall be based on the individual child's needs, taking into account the child's strengths, preferences, and interests.</p> <p>b. Beginning not later than the first IEP to be in effect when the child turns 16, or younger if determined appropriate by the IEP team, and updated annually, in addition to the requirements of subdivision 10 a of this subsection, the IEP shall also include a statement, if appropriate, of interagency responsibilities or any linkages.</p> <p>c. For a child pursuing a modified standard diploma, the IEP team shall consider the child's need for occupational readiness upon school</p>	<p>Strategies/action steps to ensure compliance:</p> <ul style="list-style-type: none"> • Ms. A. Beuche, KGHS-AP is the designated individual with secondary transition oversight responsibility of special education services at the high school • Provide VDOE with written policies and procedures that address section 8 VAC 20-81-110 of the state special education regulations • In-service/training from T/TAC and/or VDOE staff for special education staff and administrators • Technical assistance and monitoring of IEP development by external consultant provided by VDOE at the elementary and middle schools, with emphasis on the high school • Consultant will maintain a daily log of activities completed in assisting teachers' completion of IEPs for students on their caseload <p>Evidence of implementation of strategies/action steps and evidence of correction to be provided to VDOE:</p> <ul style="list-style-type: none"> • In-service agendas and handouts • In-service sign-in sheets, including names and positions of participants • Completed consultant log sheets from each school • Copy of most current local policy/procedure regarding secondary transition 	<p>Dr. Patrick Nealon (540) 775-8621</p> <p>Dr. Patrick Nealon (540) 775-8621</p> <p>Dr. Patrick Nealon (540) 775-8621</p> <p>Consultant to be determined</p>	<p>March 3, 2011</p> <p>Completed by March 31, 2011</p> <p>Beginning March 4, 2011</p>
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<p>completion, including consideration of courses to prepare the child as a career and technical education program completer.</p> <p><u>Observation</u> Multiple record reviews and discussions with the staff revealed that secondary transition requirements are not fully understood and followed at the middle school and high school</p> <p><u>Action needed by the LEA</u></p> <ul style="list-style-type: none"> • By February 1, 2011, designate an individual with oversight responsibility of special education services at the high school • By April 1, 2011, provide VDOE with written policies and procedures that address section 8 VAC 20-81-110 of the state special education regulations • By April 1, 2011, coordinate with VDOE and provide staff development activities to all applicable staff on section 8 VAC 20-81-110 of the special education state regulations. • Beginning April 1, 2011, implement a monitoring system and monitor the development of all IEPs • Beginning April 1, 2011, provide VDOE with access to all new IEPs for review • By September 1, 2011, each eligible student shall have an IEP that contains the required components of section 8 VAC 20-81-110 of the special education state regulations 	<ul style="list-style-type: none"> • Completed IEPs 		
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<p>Finding #6 8VAC20-81-120. Children who transfer. A. Children with disabilities who transfer between local educational agencies in Virginia or transfer from a local educational agency outside of Virginia to a local educational agency in Virginia within the same school year are subject to the following provisions outlined in (34 CFR300.323(e), (f), and (g)).</p> <p><u>Observation</u> Multiple record reviews and discussions with staff revealed that the requirements regarding children who transfer are not understood and, thus, not followed.</p> <p><u>Action needed by the LEA</u></p> <ul style="list-style-type: none"> • By April 1, 2011, VDOE staff will provide training on procedures for serving students who transfer into the district to include the director of special education, building principals and other appropriate staff. • By April 1, 2011, provide VDOE with written policies, procedures and necessary forms that address the requirements regarding transfer students. • Beginning April 1, 2011, maintain a list of all transfer students for each school and provide VDOE with access to IEPs from each school for review upon request 	<p><u>Strategies/action steps to ensure compliance:</u></p> <ul style="list-style-type: none"> • In-service/training from T/TAC and/or VDOE staff for special guidance staff and administrators • Technical assistance and monitoring of IEP development by external consultant at elementary and middle schools, with emphasis on the high school. • Provide VDOE with written policies, procedures and necessary forms that address that address the requirements regarding transfer students • Maintain a list of all transfer students for each school <p><u>Evidence of implementation of strategies/action steps and evidence of correction to be provided to VDOE:</u></p> <ul style="list-style-type: none"> • In-service agendas and handouts • In-service sign-in sheets, including names and positions of participants • Technical assistance and monitoring of IEP development by external consultant provided by VDOE at the elementary and middle schools, with emphasis on the high school • Consultant will maintain a daily log of activities completed in assisting teachers' completion of IEPs for students on their caseload • Copy of most current local policy/procedure regarding student transfer • List of all transfer students for each school 	<p>Dr. Patrick Nealon (540) 775-8621</p> <p>Dr. Patrick Nealon (540) 775-8621</p> <p>Dr. Patrick Nealon (540) 775-8621</p> <p>Ms. Katie Feltner (540) 775-8621</p>	<p>Completed by March 31, 2011</p> <p>Beginning March 4, 2011</p> <p>March 3, 2011</p> <p>Beginning March 1, 2011</p>
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<p>Finding #7 8VAC20-81-160. Discipline procedures; (34 CFR 300.530(a); 34 CFR 300.324(a)(2)(i)) The LEA shall comply with procedures regarding: (1) Short-term removals for a period of time of up to 10 consecutive school days or 10 cumulative school days in a school year; (2) Long-term removals for more than 10 consecutive school days or when a child has received a series of short-term removals that constitutes a pattern; (3) Manifestation determination if the LEA is contemplating a removal that constitutes a change in placement for a child with a disability who has violated a code of student conduct of the LEA that applies to all students.</p> <p><u>Observation</u> It was apparent from the review of disciplinary records and multiple interviews with administrators that there was little or no understanding of regulatory procedures for handling discipline.</p> <p><u>Action needed by the LEA</u></p> <ul style="list-style-type: none"> • By April 1, 2011, VDOE will coordinate training on discipline for all school administrators responsible for handling discipline and the director of special education and any other appropriate staff. • By April 1, 2011, the LEA shall provide VDOE with written policies, procedures and necessary forms that address the requirements regarding discipline. By April 1, 2011, provide VDOE with a copy of any revised policies, procedures, and forms • Beginning April 1, 2011, maintain a record of all students requiring disciplinary action and provide VDOE access to records upon request 	<p><u>Strategies/action steps to ensure compliance:</u></p> <ul style="list-style-type: none"> • In-service/training from T/TAC and/or VDOE staff for special education staff and administrators • Provide VDOE with written policies, procedures and necessary forms that address that address the requirements regarding discipline • Maintain a record of all students requiring disciplinary action and provide VDOE access to records upon request <p><u>Evidence of implementation of strategies/action steps and evidence of correction to be provided to VDOE:</u></p> <ul style="list-style-type: none"> • In-service agendas and handouts • In-service sign-in sheets, including names and positions of participants • Copy of most current local policy/procedures regarding student discipline • List of all students with IEPs from each school who have been suspended and/or expelled 	<p>Dr. Patrick Nealon (540) 775-8621</p> <p>Dr. Patrick Nealon (540) 775-8621</p> <p>Dr. Patrick Nealon (540) 775-8621</p>	<p>Completed by March 31, 2011</p> <p>March 3, 2011</p> <p>Beginning March 1, 2011</p>
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