




































# JCPS CTE CAP SY1718






	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
1	<b>1. Inaccuracies in federal and state data reporting indicates noncompliance with Perkins, KRS 157.069, and College and Career Readiness Accountability, pursuant to KRS 158.6453. Areas of specific concern include discrepancies apparent in the TEDS data, student transcripts and schedules, student credit, and attendance data.</b>						
2	CTE team will create a master timeline with quality control due dates (includes principal training)	Rogers	10/01/17	01/01/18	60		Completed
3	Schools will designate administrator as CTE Coordinator at each school who will run reports	Rogers	10/01/17	10/16/17	30		Completed
4	Schools will designate TEDS Data Entry person at each school	Rogers	10/01/17	10/16/17	30		Completed
5	CTE team will develop a protocol for attend hours by Nov 1st in collaboration with KDE and prepare training materials for TEDS data entry for school teams	Rogers	10/01/17	10/16/17	30		Completed
6	CCR office will collect forms and preferred training dates and send to KDE	Rogers	10/01/17	10/24/17	30		Completed: CTE Coordinator and Entry Clerks names complete. TEDS permissions sent out on 10/18 Deadline for return 10/20, deadline extended 10/23 request re-sent. And then all received.
7	KDE will train CTE coordinator and TEDS data entry person (as well as district pathways specialists and DMRT) before gaining access to TEDS (all day training) on November 7 and 13	Rogers	11/07/17	11/24/17	30		Completed
8	District Level CTE Director & Data Manager will conduct regular quality checks on data entry by TEDS Data Entry person as indicated in the master timeline	Rogers, McCombs	10/01/17	06/30/18	120+		Date set for 12/15, 2/15, 4/15 and 06/15. Data audit check complete for 12/15.
9	JCPS will work closely with KDE when they provide technical assistance (similar to monitoring visit) for quality check. Any data or info needed will be provided.	Rogers	10/15/17	05/15/18	90		KDE has scheduled a monitoring visit with CCR on December 19, 2017. CCR staff has been trained for quality checks at school level.
10	JCPS will work closely with KDE when they provide technical assistance to district pathway specialists and DMRT on KDE monitoring process	Rogers	11/01/17	06/01/18	120+		KDE met with CCR on December 19, 2017.
11	JCPS District pathway specialists and DMRT will follow KDE monitoring process to check schools twice a year or three times a year (trimester)	Rogers CTE Specialists	10/20/17	06/01/18	120+		Date set for 11/15, 2/15, 4/15 and 06/15
12	JCPS will consider either adding or re-purposing central office support infrastructure for monitoring and support	Coleman	11/01/17	02/15/18	90		Additional staff has been assigned to assist with TEA/CIV Visits. Specialists have been trained and will help assist with monitoring.
13	JCPS will work with KDE to create ad-hoc reports for monitoring (based on KDE recommendations) (i.e. transfers, failures); need to make sure CTE administrator and TEDS data entry person have IC permissions for ad-hoc reports	Coleman Venita Benboe	11/01/17	12/01/17	30		CTE admins and data entry folks have permissions.
14	JCPS will designate CTE Coordinator (administrator), TEDS Data Entry person, and principal at each school to receive KDE communications for WAPOC to update in system	Rogers	10/01/17	10/16/17	30		Completed
15	<b>2. Inaccuracies in documentation of career pathways indicate pathways were incomplete, invalid, and inaccurate or were not followed, which indicates noncompliance with Perkins, KRS 157.069, and Accountability pursuant to KRS 158.6453. Documentation reviewed include master schedules, student transcripts and student schedules.</b>						
16	JCPS will develop a protocol for Special Approvals to be reviewed by CTE Department before going to KDE as indicated in master timeline	Rogers Coleman	12/01/17	02/01/18	60		Completed (Draft)
17	CTE team at school level will receive training on special approval process	Rogers CTE Specialists	06/01/18	07/15/18	120+		CCR Office created a special approval process in the handbook attached.








	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
18	Schools will turn in pathways and master schedules to the CTE department to ensure courses are aligned in pathways. CTE department will check for four course sequence.	Principals Asst Supts Rogers CTE Specialists	10/19/17	11/01/17	30		Completed
19	JCPS will get a list of the special approvals from KDE to check which schools have submitted a form (due date was Oct 1)	Rogers	10/15/17	11/15/17	30		Completed
20	CTE Team will provide training for principals and guidance counselors to provide current information on CTE programs. When Growth Plans are developed the information from these sessions may be included.	Rogers Asst Supts Principals	05/15/18	07/15/18	120+		Principals were given information on CTE pathways and CAP update on November 1.
21	CTE department will provide data and other essential information to Assistant Superintendents. Assistant Superintendents will use this data/information to support and monitor principals for CTE support (using quality control checks from CCR office). This will allow central office administrators to look for common issues that will help inform training needs and allow supervisors to hold employees accountable as well.	Rogers Asst Supts	10/15/17	07/01/18	120+		Assistant Superintendents monitored CTE data that was due Nov. 1 and both held schools accountable and supported them to get the work completed.
22	CTE Director and Specialists will work with guidance counselors to ensure correct course codes. Co-ops need to be tied directly to pathways (otherwise, it is work experience).	Rogers CTE Specialists	10/15/17	11/01/17	30		Work with guidance counselors has begun.
23	JCPS will explore the process for including state course codes on transcripts	Rogers, Dossett, Averette	11/01/17	01/05/18	60		Completed
24	JCPS will work with KDE to acquire sql queries to check on co-op codes as part of the data monitoring process.	Rogers	10/15/17	12/15/17	60		Getting this info on 12.19 during training
25	District monitoring process will include looking at co-op versus early release and follow up guidance will be provided to schools as needed.	Rogers	10/15/17	01/01/18	60		In progress: New WBL manual, course code clean up in progress, working with ECE, Master Scheduler, Counselors - District Stakeholders.
26	 3. School level CTE staff are not identified and/or identified staff do not have the knowledge and/or authority to implement the CTE program with fidelity, creating a system that provokes noncompliance with Perkins, KRS 157.069, and Accountability pursuant to KRS 158.6453, in the ways described immediately above. Evidence includes school and district level interviews as well as TEDS reports.						
27	Principals will designate administrator as CTE Coordinator at each school	Rogers Principals	10/01/17	10/16/17	30		Completed
28	Principals will designate TEDS Data Entry person at each school	Rogers Principals	10/01/17	10/16/17	30		Completed
29	KDE will train CTE administrator and TEDS data entry person (as well as district pathways specialists and DMRT) before gaining access to TEDS (all day training) on November 7 and 13	Rogers	11/07/17	11/13/17	30		Completed
30	Principals will designate CTE Coordinator (administrator), TEDS Data Entry person, and principal at each school to receive KDE communications (to be in the person role manager system) for WAPOC to update in system	Rogers Principals	10/15/17	11/01/17	30		Completed
31	CTE will create District wide system for approving and removing pathways and special approvals (JCPS central office review before submitting to KDE) – will be included in master timeline	Rogers Coleman	12/01/17	02/01/18	60		Completed (Draft)
32	CTE will provide training on purpose of advisory council and check for agendas/meetings; will be included as part of master calendar (min. requirements – spring and fall)	Rogers	01/01/18	06/01/18	90		KDE trained central office staff and schools regarding advisory committees. Email was sent from central office regarding minutes and an advisory committee handbook.
33	JCPS will explore the process for including state course codes on transcripts	Rogers, Dossett, Averette	11/01/17	01/05/18	60		Completed

	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
34	JCPS will request from KDE a list of schools who may need additional support or who did relatively well (based on April review) and JCPS will use this list to determine levels of support needed at individual schools and to plan for trainings that are needed.	Rogers Coleman	12/01/17	02/01/18	90		Completed JCPS has list and has scheduled meeting with assistant superintendents to create plan to address data inconsistencies with schools
35	Need to formalize system when CTE teachers (or coordinator, TEDS data entry) leaves that CTE office is notified	Rogers	08/01/17	06/01/18	120+		HR will send a first of month report to Jennifer McCombs of employee vacancies
36	Reinforce roles and responsibilities of the CTE TEAM school level team	Rogers McCombs	08/01/17	06/01/18	120+		Added a "Person Responsible" column to master timeline. CCR Support and Timeline Handbook created and attached.
37	KDE will do desk audit at EOY (after consolidated monitoring visit in spring)	Rogers	08/01/17	06/01/18	120+		FYI
38	Share 16-17 results with school teams (to prep for cleaning of 17-18 data)	Rogers	11/01/17	02/01/18	90		Shared results with schools and Assistant Superintendents
39	Need to compare special approvals to pathways (do pathways need special approvals) - put into master timeline		08/01/17	06/01/18	120+		In progress
40	Explore developing check and balance between approval and purchasing	Rogers Truax	08/01/17	06/01/18	120+		Billing error on invoice that was mentioned was corrected. The Budget Specialist will request access to view invoices processed by schools.
41	District launched Business Partnership signing Day for Academies of Louisville	Rogers	08/01/17	06/01/18	120+		Video: <a href="https://www.youtube.com/watch?v=pW1enbUu-Bg">https://www.youtube.com/watch?v=pW1enbUu-Bg</a> Website: <a href="https://www.jefferson.kyschools.us/academies-louisville">https://www.jefferson.kyschools.us/academies-louisville</a>
42	CTE office created guidelines for CCR Expenditures 18-19	Rogers Truax	07/01/17	06/30/18	120+		
43	District preparation for the Consolidated Monitoring Visit	Rogers	12/11/17	04/13/18	90		Additional staff has been assigned to assist with KDE Continuous Improvement Visits/TEA Visits.
44	Exploring scheduling options for Digital Literacy	Rogers	01/02/18	03/30/18	90		
45	Improving and strengthening College and Career Readiness with an Academies of Louisville Guiding Team and Business Partnerships	Rogers	01/02/18	05/25/18	120+		
46							

# JCPS IDEA CAP v2











	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
1	<b>1. (IDEA #1) The district lacks clear, district-wide processes and coordinated systems of accurate collection, reporting, and utilization of student level behavior data. There is a clear disconnection between the collection of the data and its use for implementing a district-wide approach to student discipline, including the behavior supports necessary for successful implementation. Without appropriate positive behavior supports to address behaviors that impede learning, the district does not meet the standard required under 707KAR 1:320, Section 5(2)(a).</b>						
2	Achievement Area 5 team conducts weekly Data Team meetings – to review error reports (code alignment, restraint/ seclusion) and communicate to schools when action is needed. Additional R and S, SRO, and School Profile Data meetings occur on the last Thursday of each month. These meetings are to identify specific supports that may be needed for schools and to communicate to district administrators (i.e. assistant superintendents to follow up with schools. The R and S data analysis protocol includes a measure to review schools who may be over- or under-reporting incidents.	Ansman, Anderson, Ritter, Greer	10/01/16	06/01/18	120+		
3	Area 5 staff revamped IC Behavior Manual to align with data entry protocol in IC. In alignment with the new manual, the IC Behavior Manual Training and corresponding assessment was updated.	Mueller, Anderson	05/01/17	08/01/17	30		
4	Area 5 staff collaborated with CES department to hold open labs to schools who need additional support on IC behavior data input.	Mueller	09/01/17	06/01/18	120+		
5	Area 5 staff conducted handbook trainings with principals and assistant principals that corresponded with data input.	Zeitz, Ansman, Anderson	07/21/17	07/28/17	30		
6	Area 5 staff is working with schools to identify data point of contact for each school. One administrator and one clerical staff member. This person along with any other JCPS staff entering behavior data in Infinite Campus will receive training with the student handbook and expectations of data entry as well as be required to complete an online Behavior Manual course and complete a corresponding Behavior Manual Assessment.	Ansman, Anderson, ETCs	10/24/17	11/30/17	30		Next Step: Area 5 collaborates with Asst. Sups to identify staff for targeted support
7	Area 5 staff is developing a 1 page school behavior profile sheet (i.e. top ten offenders, locations) to identify student and teacher patterns for additional support.	Anderson, Ansman, Lin	10/09/17	11/30/17	30		
8	Area 5 staff is developing a protocol for Asst. Sups on guiding data analysis and next steps to be consistent across the district. Data analysis will be conducted on a monthly basis.	Zeitz, Coleman	10/20/17	06/01/18	120+		
9	Area 5 staff will collaborate with pupil personnel to explore how we can utilize attendance audits to identify students who have been sent home early and a suspension has not been documented in IC. Provide additional guidance to school administrators regarding the appropriate documentation of suspensions in IC when students are dismissed early.	Dossett, Zeitz, Anderson, Ansman	10/23/17	11/30/17	30		Discussed in Principal meetings. Next Steps: Data Management is developing a report to track # of absences following a suspension
10	<b>2. (IDEA #4)The continuum of educational settings in JCPS does not meet the standards established in the Individuals with Disabilities Education Act and is insufficient under 707 KAR 1:350.</b>						

	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
11	 ARC Chairpersons professional development activities will focus on training in educational continuum of services which begins with the least restrictive setting (general education classroom) to the most restrictive educational setting (residential placement).	Hooper Coordinator ECE	07/20/17	06/01/18	120+		Training has been completed with on-going professional development.
12	ARC Chairperson training in the continuum of services will include specific scenarios regarding data-based decision making. Video modules will be designed for training staff who did not attend the initial training and new employees.	Hooper Coordinator ECE	11/01/17	06/01/18	120+		See Materials attached to line 11, Number 2 (IDEA #4) Two make-up trainings were provided for ARC Chairpersons who were not available, with Video Modules provided for others.
13	Training for principals and assistant principals in the continuum of services will include specific scenarios regarding data-based decision making. Video modules will be designed for training staff who did not attend the initial training and newly hired principals and assistant principals.	Averette Hooper Coordinator ECE	11/01/17	06/01/18	120+		All principals and assistant principals have been trained. Video Modules have been created. ECE Department will follow up with Director of Administrative Recruitment and Development to provide training for new administrators who have not received the training.
14	Provide ongoing training and information regarding the continuum of services at the counselors' monthly meetings	Hooper Coordinator ECE	09/07/17	06/01/18	120+		See Materials attached to line 11, Number 2 (IDEA #4) Training for Counselors was provided in January meeting, with update scheduled for April.
15	Follow-up will include periodic checks at schools for understanding and use of the continuum of services.	Hooper Coordinator ECE, ECE Consultant	10/17/17	06/01/18	120+		ARC Chairpersons and Consulting Teachers have been trained in the use of the ARC protocol. Consulting teachers are providing weekly checks of records.
16	Periodic checks with the placement specialists to determine if there are delays in placements.	Hooper Coordinator ECE ECE Consultant	10/17/17	06/01/18	120+		ECE staff meet weekly to review placement needs and follow-up. Staffing for specific students occur on-going to determine programming needs.
17	After the periodic checks, identify schools needing additional support and provide guidance in the target areas.	Hooper Coordinator ECE, ECE Consultant	10/17/17	06/01/18	120+		Consulting teachers have begun periodic checks and imported data into spreadsheet. Data will be analyzed monthly to identify targeted areas of need.











	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
18	 The District will create new self-contained Emotional-Behavioral Disabilities (EBD) classrooms on the elementary level and explore the need for more restrictive structured EBD settings.	Averette Hooper Coordinator ECE Scherer Goodin	12/11/17	09/01/18	120+		Positions approved. One classroom has been established at a school, with position posted and to be filled within days. Other schools for potential placement of self-contained EBD rooms have been identified. Collaboration with Area Assistant Superintendents of those schools is occurring, with finalists to be determined in February.
19	The ECE Department will explore possible school sites, where new EBD classrooms can be established after review of the EBD referral and eligibility data for each elementary school	Averette, Hooper Coordinator ECE, Scherer, Goodin Bargione	12/11/17	09/01/18	120+		Positions approved. Other schools for potential placement of self-contained EBD rooms have been identified. Collaboration with Area Assistant Superintendents of those schools is occurring, with finalists to be determined in February.
20	The ECE Department will assess the need for additional EBD classes in more restrictive structured settings including the separate special school settings (Waller-Williams Environmental School and Riverview Program) after comparison of the eligibility rate and behavior trend data (e.g., Behavior Intervention Plans) for elementary, middle and high schools students.	Averette, Hooper Coordinator ECE, Scherer, Goodin Bargione	12/11/17	09/01/18	120+		Weekly "Staffings" are conducted with ECE Staff to address individual needs of students and provide appropriate resources to enhance success (ex. additional instructional assistant support). Facilities committee considering move of Riverview to a different location, which potentially will provide more seats.
21	The ECE Department will collaborate with the Demographic Department to determine equitable access for students based on demographic data.	Hooper, Coordinator ECE, Scherer, Stephens	12/11/17	09/01/18	120+		ECE met with demographics and is collaborating with Area Assistant Superintendents in identifying remaining EBD self-contained classrooms.
22	Using CCEIS Grant funds, hire 4 BCBAs to collaborate with the BEST team to provide increased support to students K-3 with excessive patterns of behavior.	Zeitz, Greer	10/24/17	12/01/17	60		BCBAs started 1/29/18; shadowed BEST team members
23	Institution of 4th and 5th grade classrooms for students in need of Interim Alternative Educational Setting (IAES) for the following discipline violations: weapons, drugs or serious bodily injury). Current classrooms will be instituted by January 3, 2018 at Atkinson, Young, Price, & Gilmore Lane, with potential for Mill Creek.	Zeitz, Ansman, Anderson	06/23/17	01/03/18	60		AP selected. Teacher interviews advertised and scheduled in January. Atkinson has been replaced with Lincoln.






	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
24	The class size/caseload waiver process will be followed as prescribed by the Department of Learning Services (DSL).	Hooper Coordinator ECE	11/01/17	09/07/18	120+		Currently there are no EBD class size/caseload waivers.
25	The District will minimize the use of the waiver process to increase the number of students in the EBD classroom.	Hooper Coordinator ECE	11/01/17	09/07/18	120+		Currently there are no EBD class size/caseload waivers.
26	If a waiver is necessary, the District will not increase the number of students from eight to nine before the waiver is approved by DLS. Currently there are no class size/caseload waivers.	Hooper Coordinator ECE	10/24/17	09/07/18	120+		Currently there are no EBD class size/caseload waivers.
27	The District will explore organization restructuring by creating a new position. The new position would be responsible for the following: (1) monitoring the District's efforts to fully comply with the CAP and monitor and maintain compliance after the CAP has been completed, (2) collaborating with other departments (e.g., Student Assignment, Diversity, Equity and Poverty) as a means to increase interdepartmental communication. If the new position is created, three (3) persons would be needed to carry out these District responsibilities.	Averette, Hooper	12/04/17	09/07/18	120+		Job description developed. Dr. Averette has submitted the paperwork to seek district and board approval.
28	Establishing 4-5 regional IAES settings for elementary ECE students (funding already approved) - Institution of 4th and 5th grade classrooms for students in need of Interim Alternative Educational Setting (IAES) for the following discipline violations: weapons, drugs or serious bodily injury). Current classrooms will be instituted by January 3, 2018 at Atkinson, Young, Price, & Gilmore Lane, with potential for Mill Creek.	Zeitz, Anderson, Ansman	06/23/17	01/03/18	120+		AP selected. Teacher interviews advertised and scheduled in January. Atkinson has been replaced with Lincoln.
29	<b>3. (IDEA # 6) Educational placement decisions for students with disabilities are made to override the decisions made during the Admissions and Release Committee (ARC) process in violation of 707 KAR 1:320</b>						
30	Professional development for ARC Chairpersons will focus on the ARC process, the chairperson's role and role of each ARC member (including decision making authority).	Averette, Hooper Coordinator ECE	01/08/18	09/07/18	120+		Training provided to ARC Chairpersons. Chairpersons complete an ARC Process Protocol for every ARC meeting (including the members of the committee). ECE Department conduct periodic checks of protocols.
31	ARC Chairpersons will be trained as follows: at least one member of the ARC must be qualified to provide or supervise the provision of specialized designed instruction and is knowledgeable about the general curriculum, and the availability of district resources (707 KAR 1:320, Section 3 (1) (d).) JCPS will work closely with DLS to prepare training.	Averette, Hooper Coordinator ECE	01/08/18	09/07/18	120+		See PowerPoint attached to line 30, Number 3, (IDEA #6)
32	An ARC Chairperson Protocol will be developed as a guide to facilitate the process.	Hooper Coordinator ECE	11/01/17	01/08/18	90		See PowerPoint attached to line 30, Number 3, (IDEA #6)
33	The training will emphasize that two-tier ARC process (SBARC and AARC) is no longer allowed by federal or state regulations. Video modules will be designed for staff who did not attend the initial training and new employees.	Hooper Coordinator ECE	01/08/18	09/07/18	120+		See PowerPoint attached to line 30, Number 3, (IDEA #6)




















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34	A protocol will be designed for use by the Placement Specialists. Training will be provided.	Hooper Coordinator ECE	11/01/17	01/08/18	90		See protocol attached.
35	Video modules will be designed for staff who did not attend the initial training and new staff.	Hooper Coordinator ECE	01/08/18	04/09/18	120+		Video modules completed and ready to use.
36	Follow up will include periodic checks at schools for implementation (including reviews of due process folders where appropriate)	Hooper Coordinator ECE	01/08/18	04/09/18	120+		A system of periodic checks for consulting teachers, program specialists, placement specialists, and ARC Chairpersons developed to monitor implementation. Feedback provided to ARC Chairpersons regarding completion of protocols.
37	The training will prepare the ARC chairpersons for their responsibility in training ARC members in due process procedures and in the decision making process utilized during ARC meetings.	Averette, Hooper Coordinator ECE	11/01/17	09/07/18	120+		See Materials attached to line 30, Number 3, (IDEA #6)
38	On-site coaching and follow-up will be provided for ARC chairpersons to ensure proper functioning ARC meetings.	Hooper Coordinator ECE	03/05/18	09/07/18	120+		Training occurred, data collection started. District will analyze monthly and provide feedback and supports.
39	<input type="checkbox"/> ARC Chairpersons training will include placement decisions are made by the ARC members and according to the Least Restrictive Environment provision.	Averette, Hooper Coordinator ECE	07/20/17	09/07/18	120+		See Materials attached to line 30, Number 3, (IDEA #6)
40	<input type="checkbox"/> ARC Chairpersons will be trained in the continuum of services and data-based decision making. Video modules will be designed for staff who did not attend the initial training and new employees.	Hooper Coordinator ECE	01/08/18	09/07/18	120+		See Materials attached to line 30, Number 3, (IDEA #6)
41	Individual student data will be reviewed and analyzed for concise discussions at the ARC meetings and used in the development of programmatic supports and IEP implementation.	Averette, Hooper Coordinator ECE	10/16/17	06/01/18	120+		Training provided. Folder reviews conducted at schools will examine the degree of student data being analyzed with feedback provided as necessary.
42	The District will explore organizational restructuring by creating a new position. The new position would be responsible for the following: monitoring the District's efforts to fully comply with the CAP and monitor and maintain compliance after the CAP has been completed; collaborating with other departments (e.g., Student Assignment, Diversity, Equity and Poverty) as a means to increase interdepartmental communication. If the new position is created, three (3) persons would be needed to carry out these District responsibilities.	Averette, Hooper Coordinator ECE	10/23/17	04/02/18	120+		Job description developed. Dr. Averette has submitted the paperwork to seek district and board approval.
43	Individual student data will be reviewed and analyzed for concise discussions at the ARC meetings and used in the development of programmatic supports and IEP implementation	Averette, Hooper Coordinator ECE	01/08/18	09/07/18	120+		Training provided. Folder reviews conducted at schools will examine the degree of student data being analyzed with feedback provided as necessary.

















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44	The District will explore organization restructuring by creating a new position. The new position would be responsible for the following: (1) monitoring the District's efforts to fully comply with the CAP and monitor and maintain compliance after the CAP has been completed, (2) collaborating with other departments (e.g., Student Assignment, Diversity, Equity and Poverty) as a means to increase interdepartmental communication. If the new position is created, three (3) persons would be needed to carry out these District responsibilities.	Averette, Hooper	11/01/17	09/07/18	120+		Job description developed. Dr. Averette has submitted the paperwork to seek district and board approval.
45	<b>4. (IDEA #7) The district lacks a system to ensure that referrals for special education services (Child Find) are handled both consistently and in a timely fashion, in violation of 707 KAR 1:300 and IDEA</b>						
46	 Training on the Child Find requirements and Referral Process will be provided to all administrators and teachers at each school.	Averette, Hooper Coordinator ECE	01/08/18	09/07/18	120+		Administrator training complete. Teacher training will be completed by Feb 1.
47	The District will train all staff on Child Find with an emphasis that any student with a suspected disability will be evaluated regardless of their race or ethnicity (e.g., African American, Hispanic/Latino, Asian).	Hooper Bargione	01/08/18	09/07/18	120+		See Materials attached to line 46, Number 4, (IDEA #7)
48	A monitoring system will be implemented that includes a process for notifying the Lead Psychologist (school psychologist, if appropriate) when a student transfers from one JCPS school to another JCPS school during the initial evaluation process. ECE will explore creating a process with MIS. This will support transient students.	Hooper Bargione MIS	01/08/18	09/07/18	120+		Monitoring system in place and in use by psychologists and Lead Psychologist. See Attachment.
49	Training describing the Child Find and Referral Process will be completed with the ARC Chairpersons.	Hooper Bargione	07/20/17	03/05/18	60		See Materials attached to line 46, Number 4, (IDEA #7)
50	Training describing the Child Find and Referral Process will be completed with all principals and assistant principals.	Averette, Hooper Bargione	02/05/18	04/20/18	90		See Materials attached to line 46, Number 4, (IDEA #7)
51	Training describing the Child Find and Referral Process will be completed with all teachers.	Hooper Bargione	04/09/18	09/07/18	120+		See Materials attached to line 46, Number 4, (IDEA #7)
52	An Assessment Protocol will be developed as a guide to facilitate the process.	Hooper Bargione	11/01/17	01/08/18	60		Assessment protocol completed. ARC Chairpersons complete during each ARC meeting involving an Evaluation.
53	Monitoring system will be developed to ensure that referrals are acted on in a timely manner and are tracked by the Lead Psychologist (school psychologist, if appropriate) when students change schools during the initial evaluation process. ECE will explore a process with MIS.	Hooper Bargione MIS	11/20/17	02/05/18	30		Monitoring system in place and in use by psychologists and Lead Psychologist. See Attachment.
54	Video modules will be designed for staff who did not attend the initial training and new employees.	Hooper Bargione MIS	01/08/18	04/20/18	90		Video modules completed and ready to use.








	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
55	Follow-up will include periodic checks at schools for implementation.	Hooper Bargione	09/05/17	09/07/18	120+		A system of periodic checks for consulting teachers, program specialists, placement specialists, and ARC Chairpersons developed to monitor implementation. Feedback provided to ARC Chairpersons regarding completion of protocols.
56	ECE Department will identify schools needing additional support and provide guidance in the target areas.	Hooper Bargione	09/05/17	09/07/18	120+		Training provided. Folder reviews conducted at schools will examine the degree of student data being analyzed with feedback provided as necessary.
57	The District will explore organizational restructuring by creating a new position. The new position would be responsible for the following: monitoring the District's efforts to fully comply with the CAP and monitor and maintain compliance after the CAP has been completed; collaborating with other departments (e.g., Student Assignment, Diversity, Equity and Poverty) as a means to increase interdepartmental communication. If the new position is created, three (3) persons would be needed to carry out these District responsibilities.	Averette, Hooper	01/08/18	09/07/18	120+		Job description developed. Dr. Averette has submitted the paperwork to seek district and board approval.
58	ECE will develop a system to share clear lines of support for central office services to schools.	Averette Hooper Bargione, Coordinator ECE, Scherer	11/01/17	02/01/18	60		Directory created - attached.
59	<b>5. (IDEA # 5) The district lacks a system to ensure disciplinary removals are consistent with the requirements of IDEA and 707 KAR 1:340, Sections 13 and 14. Interviews and observations indicate there is a lack of clarity as to the requirements under IDEA for disciplinary removals and resulting in inconsistency across the district.</b>						
60	Area 5 staff will provide additional training to school administrators on documenting removals and understanding manifestation determination, and the ARC decision making process.	Zeitz Ansman	10/24/17	11/30/17	30		
61	Area 5 will hire an additional Behavior Support placement specialist to support schools in making sure ARCs consider all relevant information for students. This staff member will also be responsible for making sure due process paperwork and IEPs are in compliance and established to target student individual needs.	Zeitz, Anderson, Greer	10/24/17	11/30/17	30		Placement specialist hired and will start on 2/12
62	The JCPS Facilities committee is exploring a proposal which included an expansion of 200 seats at Minor Daniels Academy. The expansion would accomplish two things, 1) more seats for students that need that level of behavior support (LRE), and 2) the separation of middle and high school students in the building. (Completion January 1, 2019).	Zeitz, Raisor	10/11/17	01/01/19	120+		Attached is the most recent PowerPoint from the Facilities Committee meeting 12.7.17

	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
63	Area 5 staff is coordinating the establishment of 5 Behavior Support Classrooms for additional support for elementary students across the district. These classrooms will support 4th and 5th graders while still providing an opportunity to have access to same age peers and learn in a traditional elementary setting. Additionally, 4 BCBA's will be hired to support students having high needs in the K-5 grade levels.	Anderson Zeitz Greer	07/12/17	01/01/18	90		AP selected. Teacher interviews advertised and scheduled in January. Atkinson has been replaced with Lincoln.
64	Area 5 staff will collaborate with the ECE dept. to provide additional training on documenting removals and understanding manifestation determination as shown in folders (provide exemplars and model through new placement specialist) – add staff to provide support at 6th day	Averette Zeitz	12/01/17	06/01/18	120+		Met 12/12/17
65	Area 5 staff will collaborate with the ECE dept. to ensure due process folders show consideration of all relevant information – spot check at district level on monthly or quarterly basis (more frequently)	Averette Zeitz	12/01/17	06/01/18	120+		Next meeting to include record review (spot check)
66	JCPS will partner with KDE to get technical assistance in folder reviews	Hooper Coordinator ECE	11/01/17	09/07/18	120+		Actively collaborating with KDE Coop personnel in planning and organizing 20018 folder/record reviews.
67	<b>6. (IDEA # 8) Special transportation is not provided for all students with disabilities, but rather students are assigned to schools based on the structure and availability of transportation, in violation of 707 KAR 1:290, Section 5 and IDEA. Additionally, students attending the Kentucky School for the Deaf (KSD) are not provided door-to-door transportation, but are instead required to meet at a central location Kentucky School for the Deaf (KSD) are not provided door-to-door transportation, but are instead required to meet at a central location where they are then transported to KSD, in violation of IDEA.</b>						
68	The ECE department will consult with Transportation to ensure that special transportation is available at all schools if students' IEPs require this service.	Hooper Frantz, Coordinator ECE	11/01/17	09/07/18	120+		12/5/17 Intra department meeting with ECE and Transportation
69	The ECE department will work jointly with Transportation to review the length and duration of bus rides and refine existing routes if needed.	Hooper Frantz, Coordinator ECE	01/08/18	09/07/18	120+		12/5/17 Intra department meeting with ECE and Transportation
70	The ECE department will collaborate closely with Transportation staff to find creative solutions when there are systemic behavior issues on buses (e.g., rival gangs).	Hooper Frantz, Coordinator ECE	06/04/18	09/07/18	120+		12/5/17 Intra department meeting with ECE and Transportation
71	Students attending the Kentucky School for the Deaf (KSD) are now provided door-to-door transportation. after the KDE audit results brought this to the district's attention.	Hooper, Frantz	10/15/17	05/24/18	30		Document attached; This service was initiated on October 15, 2017
72	<b>7. (IDEA # 8)The student assignment plan does not appropriately contemplate the needs of students with disabilities resulting in inequitable placements that do not provide students with access to appropriate staff (e.g. mental health professionals), sometimes require excessive bus rides, limit a student's ability to participate in extracurricular activities, and stifle the ability of families to engage with their child's school. As a result, the district is in violation of 707 KAR 1:320, Section 9 for failing to provide related services to each child with a disability.</b>						








	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
73	 A continuum of placement services is available to the extent necessary to implement the IEP for each student with a disability and the placement of each student is as close as possible to the home of the student in accordance with the district's student assignment plan.	Hooper Coordinator ECE	11/01/17	09/07/18	120+		Training has been completed with on-going professional development.
74	The ECE department will provide professional development and technical assistance for ECE teachers in these provisions of the IEP: Supplemental Aids and Supports and Program Modifications/Supports for School Personnel.	Averette, Hooper Director Scherer	11/01/17	09/07/18	120+		This will occur through monthly meetings of department chairs.
75	The ECE Department will review the roles and responsibilities of district consulting teachers and other ECE district staff and assess the need for additional staff.	Hooper Director Scherer	11/01/17	09/07/18	120+		
76	The ECE Department will review the current professional development plan to determine if additional resources are needed to provide adequate follow-up and coaching for ECE teachers.	Hooper Director Scherer	11/01/17	09/07/18	120+		ARC Chairpersons and Consulting Teachers have been trained in the use of the ARC protocol. Consulting teachers are providing weekly checks of records, with monthly analysis to identify trends and patterns.
77	Follow-up will include periodic checks for supplemental professional development.	Hooper Scherer	01/08/18	09/07/18	120+		ARC Chairpersons and Consulting Teachers have been trained in the use of the ARC protocol. Consulting teachers are providing weekly checks of records.
78	Professional development will be designed for ARC chairpersons in the related services provision: counseling, mental health services, speech/language services, assistive technology, transportation.	Hooper Scherer	11/01/17	09/07/18	120+		Training for Counselors was provided in January meeting, with update scheduled for April.
79	The Lead Psychologist and/or School Psychologists will review with ARC Chairpersons the process for determining if students need counseling on their IEPs as a related service and identify the appropriate service provider: mental health specialist or guidance counselor.	Hooper Bargione, Sircy	11/01/17	09/07/18	120+		See Materials attached to line 78, Number 7 (IDEA #8)
80	Five (5) additional School Psychologist positions (in the CCEIS budget) have been approved to support five (5) designated middle schools to provide MTSS supports (e.g. FBA and BIP) and referrals for ECE testing.	Averette Hooper Bargione	11/01/17	09/07/18	120+		Interviews for five psychologists have been completed. Locations of assignments have been determined, with input from Area Assistant Superintendents. Meetings with school principals to outline roles and expectations to be held week of February 5. Counselors will be in positions by end of February.









	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
81	The ECE department will review the referral and eligibility rates to determine if revisions are needed to the current level of staffing for school psychologists.	Averette Hooper Bargione	11/01/17	09/07/18	120+		Numbers have been compiled. Analysis will be completed on an on-going basis. Five new psychologists will be hired to serve individual schools by end of February.
82	The Lead Psychologist will collaborate with Counseling & Guidance Specialist regarding mental health services provided by school counselors, school psychologists and mental health counselors. Level of staffing will be assessed to determine if additional staff is needed.	Averette Hooper Bargione, Sircy	11/01/17	09/07/18	120+		Numbers have been compiled. Analysis will be completed on an on-going basis. Five new psychologists will be hired to serve individual schools by end of February. Further analysis for needs for mental health counselors will be completed in spring.
83	As a means to lessen the responsibilities of the guidance counselors who serve as ARC chairpersons, the ECE Department will conduct the following activities: (1) explore structures of other districts which utilize other roles groups (e.g. special education teachers) to serve as ARC chairpersons in place of guidance counselors, (2) investigate increasing the number of retired/part-time counselors administrators who serve as ARC chairpersons	Averette Hooper Bargione, Sircy	11/01/17	09/07/18	120+		District actively recruits retired administrators to serve as ARC Chairperson in various schools and provide supports to Counselors.
84	The Communication Specialist and Liaisons will collaborate with the speech/language therapists to determine which students are being underserved according to their individual needs. Level of staffing will be assessed to determine if additional staff is needed.	Hooper Scherer	11/01/17	09/07/18	120+		Analysis completed. Communication Specialist determined that no student groups underserved with current staffing levels adequate (see attachment).
85	The Communication Specialist will collaborate with the assistive technology staff to determine which students are being underserved and/or have no functional communication system. Level of staffing will be assessed to determine if additional staff is needed.	Hooper Scherer	11/01/17	09/07/18	120+		Analysis of staffing levels is complete. Documentation of all current students in the district with complex communication needs has been completed. All students have access to functional communication, based on individual needs.
86	The ECE Department will consider adding an assistive technology liaison to Jefferson County Cooperative.	Averette, Hooper Scherer	11/01/17	09/07/18	120+		Review of Coop Structure complete, with delineation of staff assigned to cooperative and JCPS proposed. Assistant technology will be one of the responsibilities of coop personnel, in collaboration with JCPS.




	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
87	The ECE Department will ensure that students with disabilities have equal opportunities for ongoing participation in the same programs/activities that are available to students without disabilities.	Hooper Scherer	11/01/17	09/07/18	120+		Meeting 12/15/17, 1:00 PM
88	The ARC Chairpersons will be trained to ensure that the ARC consider the following: extracurricular activities determined appropriate and the accommodations needed for participation.	Hooper Scherer	11/01/17	09/07/18	120+		ARC Chairperson training conducted, with follow-up for School Counselors in January Counselors meeting. Consideration of access to activities/programs included in ARC Process Protocol, with periodic checks conducted by consulting teachers and analysis by program staff.
89	The ECE Department will collaborate with Activities/Athletics Department to increase access to extracurricular activities.	Hooper Scherer	11/01/17	09/07/18	120+		Meeting 12/15/17, 1:00 PM Training with Athletic Directors 1/4/18
90	Follow up will include on going coaching and periodic checks at schools for implementation.	Hooper Scherer	01/08/18	09/07/18	120+		Meeting 12/15/17, 1:00 PM Training occurred in Fall. Consideration of access to activities/programs included in ARC Process Protocol, with periodic checks conducted by consulting teachers and analysis by program staff.
91	The ECE Department will identify schools needing additional support and provide guidance in the target areas.	Hooper Scherer	01/08/18	09/07/18	120+		Consideration of access to activities/programs included in ARC Process Protocol, with periodic checks conducted by consulting teachers and analysis by program staff.
92	The ECE department will encourage parent engagement.	Hooper Bargione, Coordinator ECE, Scherer	11/01/17	09/07/18	120+		ECE Advisory committee includes parents and community agencies. Committee explores strategies to encourage parent engagement.
93	The ECE Department will collaborate with Academic Support Programs to increase parent engagement in schools.	Averette, Hooper Bargione, Coordinator ECE, Scherer	11/01/17	09/07/18	120+		ECE Advisory committee includes parents and community agencies. Committee explores strategies to encourage parent engagement.
94	The ECE Department will collaborate with the Diversity, Equity & Poverty Department to increase parent engagement (e.g., JCPS West Louisville Satellite Office).	Averette Hooper Bargione, Coordinator ECE, Scherer	11/01/17	09/07/18	120+		ECE Staff have served in the JCPS West Louisville Satellite Office.









	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
95	Placement Specialists will be available to hold ARC meetings and other ECE District staff (e.g., Parent Liaisons) will be present to answer questions, etc. on a weekly basis at the West Louisville Satellite Office.	Hooper Bargione, Coordinator ECE, Scherer	11/01/17	09/07/18	120+		ECE Staff have served in the JCPS West Louisville Satellite Office.
96	The District will explore organizational restructuring by creating a new position. The new position would be responsible for the following: monitoring the District's efforts to fully comply with the CAP and monitor and maintain compliance after the CAP has been completed; collaborating with other departments (e.g., Student Assignment, Diversity, Equity and Poverty) as a means to increase interdepartmental communication. If the new position is created, three (3) persons would be needed to carry out these District responsibilities.	Averette Hooper	11/01/17	09/07/18	120+		Job description developed. Dr. Averette has submitted the paperwork to seek district and board approval.
97	Provide evidence of procedures for ensuring transportation services to all students who have documentation in IEP – related services (issue 8)	Hooper	11/01/17	09/07/18	120+		
98	<b>8. (IDEA #10) The regional special education cooperative located in the district is unable to provide support and technical assistance to the district due to conflicting roles of cooperative employees. The cooperative's funds through IDE are not accountable for and appear to be mingled with other district funds. This is in violation of IDEA.</b>						
99	 The Jefferson County Exceptional Child Education Services Cooperative (JCECESC) will begin working to reorganize to provide training and technical assistance to member districts (JCPS and KSB) and to assist member districts with remedying IDEA noncompliance.	Averette, Hooper	11/01/17	09/07/18	120+		Organizational review completed with proposed delineation between Coop and JCPS employees, including position accountabilities. Reorganization framework developed.
100	The District will explore creating new positions that will be exclusively responsible for training and technical assistance in accordance with the assurances of the Cooperative.	Averette, Hooper	11/01/17	09/07/18	120+		Organizational review completed with proposed delineation between Coop and JCPS employees, including position accountabilities. Reorganization framework developed. New position will be proposed as a part of the reorganization process.
101	The Cooperative staff members will review budgeting to provide support to member districts consistent with other cooperatives throughout the state.	Averette, Hooper	11/01/17	09/07/18	120+		Organizational review completed with proposed delineation between Coop and JCPS employees, including position accountabilities. Review of budget allocations to ensure consistency begun. Once reorganization complete - further budget work will take place.












	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
102	The Cooperative will refine the activity tracking system for cooperative staff to document training and technical support to cooperative member districts (JCPS and KSB).	Averette, Hooper	11/01/17	09/07/18	120+		Tracking system currently used is reviewed as we begin reorganization process. Activity tracking system will be aligned to JCPS needs, as well as coop standards.
103	The Human Resources department has reviewed processes and procedures to ensure that Board personnel policies are being followed.	Armour Henderson	10/01/17	06/01/18	120+		Job descriptions are being considered by the ECE and HR departments so that Co-op employees are clearly identified.
104	JCPS ECE Dept will explore working with IDC – IDEA data center who work with districts on establishing protocols	Averette, Hooper	12/01/17	06/01/18	120+		Identified IDC contact for Kentucky (Davis). Contact will be made in March
105	<b>IDEA (Issue 2): Significant disproportionality/Comprehensive Coordinated Early Intervening Services</b>						
106	ECE behavior placement specialists and EBD staff members were transferred from ECE to Area 5 (Student Relations), including BEST Team members, for more effective service for schools. Staff members are part of the systems in Student Relations and are dealing directly with schools and students involved with excessive behaviors and the potential of attending one of our behavior support alternative schools.	Zeitz Coleman	07/10/17	08/31/17	60		
107	Achievement Area 5 increased the prerequisite credentials for BEST Team members from classified to certified. In addition, an ECE Coordinator was added to oversee and provide first response to schools around any behavioral matter related to an ECE student. The coordinator will hear school level concerns and respond with the appropriate staff member or team to support the need. The new BCBAs mentioned in multiple areas of the plan will be under the ECE Coordinator's supervision. The early interventions that would warrant a BEST Team member to respond will be communicated at trainings with principals, APs, and counselors.	Zeitz, Pollio, Coleman	07/10/17	08/31/17	60		
108	Area 5 staff has created protocols to clarify with schools about BEST team role and how to interact/contact them	Goodin	10/09/17	10/24/17	30		
109	Area 5 has designed a comprehensive MTSS plan as part of the CCEIS work. This plan focuses on multiple elements, but in regard to PBIS, staff are investing in high yield pedagogical strategies that increase engagement and classroom systems that support positive behavior. The plan is attached and outlines the purpose, the approach, and the sustainability of the plan. Further, the items necessary to create an RFP are attached. Area 5 staff will be partnering with a contractor to design elements of the trainings and supports for teachers and administrators.	Coleman Zeitz, Averette, Brahim	08/01/17	06/01/18	120+		Contract complete--waiting for final signatures.




	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
110	The Area 5 team is in the process of hiring MTSS staff to support achievement areas in academic and behavioral areas relevant to the Corrective Action plan mentioned above. Two RTs will support each Achievement Area. One will have expertise in elementary, and the other will be focused on middle and high school support. The MTSS Director will not only oversee these 12 teachers. but the Behavior Supports Staff in place in JCPS currently focused on the RP/PBIS implementation at 18 of our schools.	Zeitz, Ansman, Brahim	08/01/17	01/01/18	90		Job ad has closed. Interviews in early January.
111	The JCPS Facilities committee is exploring a proposal which included an expansion of 200 seats at Minor Daniels Academy. The expansion would accomplish two things, 1) more seats for students that need that level of behavior support (LRE), and 2) the separation of middle and high school students in the building. (Completion January 1, 2019).	Zeitz, Raisor	10/11/17	01/01/19	120+		
112	Area 5 staff is reviewing and clarifying the processes for placement in alternative schools	Zeitz	10/02/17	01/08/18	90		Breck Metro is now having review periods
113	ECE staff will include in ARC training the appropriate placement procedures for hospital settings with small number of students	Averette, Hooper	12/01/17	06/01/18	120+		
114	Area 5 is coordinating the establishment of 4-5 regional IAES settings for elementary ECE students (funding already approved) - Institution of 4th and 5th grade classrooms for students in need of Interim Alternative Educational Setting (IAES) for the following discipline violations: weapons, drugs or serious bodily injury). Current classrooms will be instituted by January 3, 2018 at Atkinson, Young, Price, & Gilmore Lane, with potential for Mill Creek.	Zeitz, Anderson, Ansman	06/23/17	01/03/18	120+		"AP selected. Teacher interviews advertised and scheduled in January. Atkinson has been replaced with Lincoln."
115	<b>IDEA (Issue 3): Positive behavioral interventions and supports</b>						
116	The district is currently implementing a Multi-Tiered Student Support Action Plan. This is a comprehensive plan which utilizes a combination of staffing, programing, hands-on toolkits, and training designed to proactively address behaviors that negatively impact student learning. Each strategy in the plan can be modified and tailored to align with the individual school's goal and overall academic and behavior support needs.	Coleman Zeitz, Averette, Brahim	08/01/17	06/01/18	120+		
117	Area 5 has designed a comprehensive MTSS plan as part of the CEIS work. This plan focuses on multiple elements, but in regard to PBIS, staff are investing in high yield pedagogical strategies that increase engagement and classroom systems that support positive behavior. The plan is attached and outlines the purpose, the approach, and the sustainability of the plan. Further, the items necessary to create an RFP are attached. Area 5 staff will be partnering with a contractor to design elements of the trainings and supports for teachers and administrators.	Coleman Zeitz, Averette, Brahim	08/01/17	06/01/18	120+		
118	The Area 5 team is in the process of hiring MTSS staff to support achievement areas in academic and behavioral areas relevant to the Corrective Action plan mentioned above. Two RTs will support each Achievement Area. One will have expertise in elementary, and the other will be focused on middle and high school support. The MTSS Director will not only oversee these 12 teachers. but the Behavior Supports Staff in place in JCPS currently focused on the RP/PBIS implementation at 18 of our schools.	Zeitz, Ansman, Brahim	08/01/17	01/01/18	90		Job closed and interviews in early January.









	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
119	The school-wide implementation of RP is supported by two-day training of all staff at each RP/PBIS location. The International Institute for Restorative Practices is providing effective professional development and coaching. All of the Behavior Support Systems RTs and the program evaluator completed advanced RP training this summer/fall and are certified IIRP trainers which will ensure sustainability of the program.	Zeitz, Brahim, Wunsch	07/10/17	12/29/17	30		
120	Implementation of the RP program is being closely monitored. RP support personnel are in the schools on a regular basis and fall walk-through data has been collected for each location to monitor implementation and assess training needs.	Zeitz, Brahim, Wunsch	08/21/17	06/01/18	120+		
121	Behavior data for all PBIS and RP schools is monitored closely. The program evaluator has a formal evaluation plan in place and meets with the Behavior Systems Support Staff at least monthly to share relevant data and craft action steps. All data are also shared with IIRP coaches and PBIS technical support to support data-based decision making regarding needed school supports.	Zeitz, Brahim, Wunsch	08/21/17	06/01/18	120+		
122	 <b>IDEA (Issue 9): Physical Restraints and Seclusion</b>						
123	1.Achievement Area 5 staff reviewed the Procedures for the Use of Physical Restraint or Seclusion and is recommending it be amended to replace the term physical assist with physical restraint to eliminate any confusion between assist and restraint. The policy defines the meaning of physical restraint as defined in 704 KAR 7:160 for clarification. In addition, the debriefing protocols have been clarified to hold a debriefing session after every restraint or seclusion regardless of parent participation as soon as practicable, but not later than five (5) school days following a restraint or seclusion.	Ritter	11/30/17	04/02/18	120+		Procedures have been amended to replace term and clarify debriefing protocols.
124	2.As of October 17, 2017 the SCM Coordinator has contacted all principals/core team leaders and let them know who is on their SCM core team with all member's certification dates and the dates when each member on their team will need to be recertified. Any JCPS A1 school that doesn't have a minimum of 5 core team members have been notified and encouraged to send staff to attend a certification or recertification session on 10/21/17, 10/27/17 or 10/30/17 which would put them in compliance with having a minimum of 5 core team members.	Ritter/ School Core Team Leaders	10/17/17	06/01/18	120+		Ongoing monitoring of schools core teams
125	3.Katy Zeitz (Asst. Superintendent Academic Achievement Area 5) and BJ Ritter (Safe Crisis Management Coordinator) met with Stan Mullen (Director of Security and Investigations) on 10/10/2017 to develop a plan to ensure all School Resource Officer's (SRO's) would receive training on positive behavioral supports and interventions pursuant to Section 6 of 704 KAR 7:160. The meeting revealed majority of SRO's have been trained as evident by a sign in sheet for the training. Any SRO that has not been trained will be trained at the next SRO meeting on November 8, 2017 as evident by a sign in sheet of verification of the training. In the future all SRO's will receive this training at their first SRO meeting prior to the start of school.	Mullen	11/08/17	12/29/17	60		Annual and ongoing trainings will occur for new SRO's

	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
126	4.Achievement Area 5 team will train and review JCPS' SCM protocols with all principals on November 1. The training will include the following: required training for all school personnel (reviewing the districts SCM policy and participate in KDE's web based training on restraint and seclusion), emphasizing the minimum core team requirement and maintaining compliance, SCM core team leader identified for every school and their roles and responsibilities, reviewing the new training requirements and protocols for trainings for initial and recertification of SCM, reviewing permitted SCM Emergency Physical Safety Interventions in JCPS and clarifying and modeling situations that may warrant a restraint, clarifying terminology for physical restraint, seclusion, prone, supine and mechanical restraints as defined by 704 KAR 7:160 and providing examples for each, reviewing the protocols for documentation of all physical restraints including SRO restraint protocols such as physical or mechanical restraints, notice to parents and the debriefing session protocol.	Ritter	11/01/17	12/29/17	60		Ongoing trainings will occur throughout the year during new administration and new teacher orientations.
127	5.Achievement Area 5 staff developed a new notice to parent of restraint or seclusion with a debriefing session request that specifically outlines the protocols for staff to notify parents of a restraint or seclusion with information in regards to parents rights to hold a debriefing session following their child's physical restraint or seclusion. School administrators and SCM team members will be trained to keep all debriefing documentation in the student's education record. The SCM department will be conducting random monthly compliance checks to monitor this documentation.	Ritter	11/01/17	06/01/18	120+		New document has been created with protocols for debriefing. The document will be shared during the November 1 training as well as monitored ongoing.
128	6.Achievement Area 5 staff will train SRO's to review protocols for their involvement in SCM on Dec 13, 2017. This training will include protocols of communicating with school administration on the restraint, proper documentation, and debriefing.	Ritter	12/13/17	12/29/17	60		A yearly training will take place for SRO as well as newly assigned SRO.
129	7.JCPS will explore requiring all JCPS Security Monitors to be certified in SCM for the 2018-19 school year	Ritter/ Trainers	09/01/17	06/07/19	120+		Collaborated with Union and JCPS and will be scheduled for Spring 2018
130	8.BJ Ritter SCM Coordinator has emailed Margie Eckerle and asked to be scheduled as part of all new administration and teacher orientations/trainings to review JCPS SCM Protocols.	Ritter/ Eckerle	11/01/17	06/01/18	120+		Coordination complete.
131	9.Achievement Area 5 staff (which includes ECE staff) have set monthly dates for the Restraint and Seclusion data checks to look at staff patterns, student patterns, school patterns and unwarranted restraint and seclusion. The dates are as follows: 10/18/2017, 11/30/2017, 12/28/2017, 1/25/2018, 2/22/2018, 3/29/2018, 4/26/2018, and 5/31/2018. The data checks will support schools needs in trainings and behavior supports. The SCM department will visit identified schools and work with their teams on positive behavior supports and de-escalation strategies.	Ritter, Ansman, Anderson	10/18/17	06/01/18	120+		Complete. Meetings have occurred.
132	10.Achievement Area 5 staff will annually review the JCPS Restraint and Seclusion policy and recommend amendments if needed.	Academic Achievement Area 5 and stakeholders	09/01/17	10/06/17	30		
133	11. Achievement Area 5 has purchased hybrid training for SCM – classroom online modules through JKM; assessment for theory in classroom; 4 hour update at 6 month; trainer trained at school if school interested; training will be provided throughout the year	SCM Trainers	10/20/17	06/01/18	120+		









	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
134	12. Achievement Area 5 staff has collaborated with the security department to adopt several new procedures to ensure the effective, consistent, and appropriate collaboration with our School Resource Officers, and student level arrest data. Expectations and responsibilities for SROs have been created, and principals/APs will be trained in November. New arrest documentation and tracking procedures have been created to identify the antecedents that precluded the involvement, who involved the officer, and a formal way of documenting arrests and communicating those at the district level. We will gather and analyze more accurate arrest/citation data at the district level. This additional data will allow the district to better track and document the involvement of SROs in schools. The data from this new system will be tracked by Achievement Area 5 at specified intervals (once a month). Dates have already been established to review this data for fidelity and identify schools needing additional support. If schools are identified as needing additional support, Achievement Area 5 will contact the appropriate assistant superintendent over the school. The attached protocols highlight the trainings, SRO documentation, and data analysis tools for arrest/citation data.	Anderson, Ansman	11/30/17	06/01/18	120+		Principals, APs and SROs have all been trained. Training materials and forms/protocols attached. JCPS has collaborated with Union.
135	13. Achievement Area 5 will work with KDE staff to schedule regular check points for collaborative reviews of data (i.e. red flags) and protocols	Zeitz, Anderson, Ansman	12/01/17	06/01/18	120+		Achievement Area 5 is collaborating with KDE around data--there will be more to come but attached is an email and spreadsheet detailing the beginning of the partnership
136	Updating MOU with LMPD SRO contract to include SCM training and currently updating other law enforcement agencies to include training component (drafts attached)	Zeitz, Raisor	01/02/18	06/01/18	120+		
137	creating success pathways MOU between law enforcement departments and juvenile justice dept in order to create a system between all stakeholder involved for school based charges.	Zeitz, Raisor	01/02/18	06/01/18	120+		
138	Achievement Area 5 collaborated with HR to change job description for resource teacher to align with current district needs to support students	Zeitz, Armour	01/02/18	02/13/18	30		job description change pending approval at 2/13 board meeting
139	Achievement Area 5 met with Early Childhood to review modules for de-escalation strategies and potential training modules	Ritter	01/02/18	06/01/18	120+		
140	Achievement Area 5 established task force to explore options for district and school level safety personnel	Zeitz, Ritter	02/02/18	06/01/18	120+		1st meeting scheduled for 2/9
141	Achievement Area 5 is establishing trainings in spring for security monitors on SCM and de-escalation strategies and ECE	Ritter	02/02/18	06/01/18	120+		
142	Achievement Area 5 is seeking representatives from security monitor regions to work with district as ongoing feedback process	Ritter	02/02/18	06/01/18	120+		

# JCPS SCM CAP SY1718

	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
1	<p><b>1. There is a significant lack of understanding throughout the district regarding 704 KAR 7:160, Use of Physical Restraint and Seclusion in Public Schools. As a result of this lack of understanding, the district maintains policies and procedures regarding physical restraint and section that are inconsistent with the regulation (e.g. school resource officers not trained in positive behavioral supports and interventions). Interviews and observations indicate the prevalence of physical restraints such as mechanical, prone or supine restraints as well as unnecessary use of physical restraint and seclusion where the student's behavior did not pose an imminent danger of physical harm to self or others, in direct violation of 704 KAR 7:160.</b></p>						
2	<p>1.Achievement Area 5 staff reviewed the Procedures for the Use of Physical Restraint or Seclusion and is recommending it be amended to replace the term physical assist with physical restraint to eliminate any confusion between assist and restraint. The policy defines the meaning of physical restraint as defined in 704 KAR 7:160 for clarification. In addition, the debriefing protocols have been clarified to hold a debriefing session after every restraint or seclusion regardless of parent participation as soon as practicable, but not later than five (5) school days following a restraint or seclusion.</p>	Ritter	11/30/17	04/02/18	120+		Procedures have been amended to replace term and clarify debriefing protocols.
3	<p>2.As of October 17, 2017 the SCM Coordinator has contacted all principals/core team leaders and let them know who is on their SCM core team with all member's certification dates and the dates when each member on their team will need to be recertified. Any JCPS A1 school that doesn't have a minimum of 5 core team members have been notified and encouraged to send staff to attend a certification or recertification session on 10/21/17, 10/27/17 or 10/30/17 which would put them in compliance with having a minimum of 5 core team members.</p>	Ritter/ School Core Team Leaders	10/17/17	06/01/18	120+		Ongoing monitoring of schools core teams
4	<p>3.Katy Zeitz (Asst. Superintendent Academic Achievement Area 5) and BJ Ritter (Safe Crisis Management Coordinator) met with Stan Mullen (Director of Security and Investigations) on 10/10/2017 to develop a plan to ensure all School Resource Officer's (SRO's) would receive training on positive behavioral supports and interventions pursuant to Section 6 of 704 KAR 7:160. The meeting revealed majority of SRO's have been trained as evident by a sign in sheet for the training. Any SRO that has not been trained will be trained at the next SRO meeting on November 8, 2017 as evident by a sign in sheet of verification of the training. In the future all SRO's will receive this training at their first SRO meeting prior to the start of school.</p>	Mullen	11/08/17	12/29/17	60		Annual and ongoing trainings will occur for new SRO's

	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
5	4.Achievement Area 5 team will train and review JCPS' SCM protocols with all principals on November 1. The training will include the following: required training for all school personnel (reviewing the districts SCM policy and participate in KDE's web based training on restraint and seclusion), emphasizing the minimum core team requirement and maintaining compliance, SCM core team leader identified for every school and their roles and responsibilities, reviewing the new training requirements and protocols for trainings for initial and recertification of SCM, reviewing permitted SCM Emergency Physical Safety Interventions in JCPS and clarifying and modeling situations that may warrant a restraint, clarifying terminology for physical restraint, seclusion, prone, supine and mechanical restraints as defined by 704 KAR 7:160 and providing examples for each, reviewing the protocols for documentation of all physical restraints including SRO restraint protocols such as physical or mechanical restraints, notice to parents and the debriefing session protocol.	Ritter	11/01/17	12/29/17	60		Ongoing trainings will occur throughout the year during new administration and new teacher orientations.
6	5.Achievement Area 5 staff developed a new notice to parent of restraint or seclusion with a debriefing session request that specifically outlines the protocols for staff to notify parents of a restraint or seclusion with information in regards to parents rights to hold a debriefing session following their child's physical restraint or seclusion. School administrators and SCM team members will be trained to keep all debriefing documentation in the student's education record. The SCM department will be conducting random monthly compliance checks to monitor this documentation.	Ritter	11/01/17	06/01/18	120+		New document has been created with protocols for debriefing. The document will be shared during the November 1 training as well as monitored ongoing.
7	6.Achievement Area 5 staff will train SRO's to review protocols for their involvement in SCM on Dec 13, 2017. This training will include protocols of communicating with school administration on the restraint, proper documentation, and debriefing.	Ritter	12/13/17	12/29/17	60		A yearly training will take place for SRO as well as newly assigned SRO.
8	7.JCPS will explore requiring all JCPS Security Monitors to be certified in SCM for the 2018-19 school year	Ritter/ Trainers	09/01/17	06/07/19	120+		Collaborated with Union and JCPS and will be scheduled for Spring 2018
9	8.BJ Ritter SCM Coordinator has emailed Margie Eckerle and asked to be scheduled as part of all new administration and teacher orientations/trainings to review JCPS SCM Protocols.	Ritter/ Eckerle	11/01/17	06/01/18	120+		Coordination complete.
10	9.Achievement Area 5 staff (which includes ECE staff) have set monthly dates for the Restraint and Seclusion data checks to look at staff patterns, student patterns, school patterns and unwarranted restraint and seclusion. The dates are as follows: 10/18/2017, 11/30/2017, 12/28/2017, 1/25/2018, 2/22/2018, 3/29/2018, 4/26/2018, and 5/31/2018. The data checks will support schools needs in trainings and behavior supports. The SCM department will visit identified schools and work with their teams on positive behavior supports and de-escalation strategies.	Ritter, Ansman, Anderson	10/18/17	06/01/18	120+		Complete. Meetings have occurred.
11	10.Achievement Area 5 staff will annually review the JCPS Restraint and Seclusion policy and recommend amendments if needed.	Academic Achievement Area 5 and stakeholders	09/01/17	10/06/17	30		
12	11. Achievement Area 5 has purchased hybrid training for SCM – classroom online modules through JKM; assessment for theory in classroom; 4 hour update at 6 month; trainer trained at school if school interested; training will be provided throughout the year	SCM Trainers	10/20/17	06/01/18	120+		



	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	30-60-90	Status	Progress Notes
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14	13. Achievement Area 5 will work with KDE staff to schedule regular check points for collaborative reviews of data (i.e. red flags) and protocols	Zeitz, Anderson, Ansman	12/01/17	06/01/18	120+		Achievement Area 5 is collaborating with KDE around data--there will be more to come but attached is an email and spreadsheet detailing the beginning of the partnership
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