

IDEA WRITTEN ADMINISTRATIVE COMPLAINT
18-7

Name of the school system:

Shelby County Schools (SCS)

Description of the violation:

SCS held an Individualized Education Program (IEP) team meeting without appropriate team members

SCS failed to implement accommodations included in Student's IEP

Description of the law or regulation determined to be violated:

34 C.F.R. §300.321	"IEP Team"
34 C.F.R. §300.323	"When IEPs must be in effect"
34 C.F.R. §300.324	"Development, review, and revision of IEP"

Corrective measures ordered by the department:

- 1) Within thirty (30) days of receipt of this report, provide the department with a date(s) for conducting training for all appropriate staff on the aforementioned regulations. Training must be scheduled no later than 12/22/2018;
- 2) Within ten (10) days of completion of this training, provide the agenda, content, and sign-in sheets of participants as documentation of appropriate training content and appropriate staff participation;
- 3) Within thirty (30) days of receipt of this report, develop a written procedure to ensure teachers are knowledgeable of student's IEPs upon the first day of school for the start of each new academic year. Provide the department with a date(s) for conducting training with appropriate special education staff on the procedures. Training must be scheduled no later than 12/22/2018;
- 4) Within ten (10) days of completion of this training provide the agenda, the written procedure, and sign-in sheets of participants as documentation of appropriate training content and staff participation;

- 5) Convene an IEP team meeting within ten (10) school days of receipt of this report to address identified educational needs and *to consider the provision of compensatory educational services*. The IEP team shall:
 - a. Consider the failure to fully implement Student's IEP accommodations; and
 - b. Consider the failure to develop and implement IEP goals which meet Student's educational needs and allow for appropriate progress; and
 - c. Review and revise the IEP to ensure Student is receiving a FAPE.
- 6) Provide documentation of the IEP team having met and the outcomes of the meeting within ten (10) days of completion.

Final determination of the department:

The Department will monitor and document SCS compliance with corrective measures ordered.