

State Mediation Agreement with Disability Rights Florida

ISSUE: Whether the Broward County School District violated the required procedures related to Child Find during the 2013- 2014 school year (August 18, 2013- June 5, 2014), specifically regarding the following:

- **Evaluating all children suspected of having a disability in a timely manner.**
- **Providing parental consent forms to parents within a timely manner following a school-based team’s determination that a student may be a student with a disability.**

The District agrees to implement the following actions during the 2014-2015 school year:	Due Date	Person Responsible	Completed
1. The District agrees to provide Disability Rights Florida a copy of the Principal Memo no later than August 4, 2014. A copy will be provided by Diversity, Prevention & Intervention via electronic mail to Disability Rights Florida.	8/4/14	Diversity, Prevention & Intervention Department	
2. The Diversity, Prevention & Intervention Department will provide Disability Rights Florida with a list of RtI Contacts at each school site. The list will be provided via electronic mail to Disability Rights Florida no later than September 29, 2014.	9/29/14	Diversity, Prevention & Intervention Department	
3. During the Mediation session, the Diversity, Prevention & Intervention Department provided Disability Rights Florida, with a copy of the administrative training schedule for July/August 2014 and training materials.	7/9/14	Diversity, Prevention & Intervention Department	7/9/14
4. The Diversity, Prevention & Intervention Department will provide Disability Rights Florida with a copy of the sign-in sheets for the participants trained during July and August no later than September 30, 2014.	9/30/14	Diversity, Prevention & Intervention Department	
5. The Diversity, Prevention & Intervention Department agrees to provide Disability Rights Florida with any additional RtI professional development scheduled during the 2014-2015 school year and subsequent sign-in sheets within 30 days of the scheduled training.	2014-2015 School Year	Diversity, Prevention & Intervention Department	
6. The Diversity, Prevention & Intervention (DPI) Department will create a Brainshark designed to provide classroom teachers guidance on the District’s newly adopted MTSS/RtI framework by November of 2014. DPI staff will provide the training to each RtI contact at each school site. The RtI contact will be required to view the Brainshark with the entire school faculty and maintain a sign-in sheet for all participants. All schools must provide a sign-in sheet to DPI no later than January 31, 2015.	11/2014 1/31/15	Diversity, Prevention & Intervention Department	
7. The District ESE/SS Division will update Brainshark training on Procedural Safeguards 2013 for all parents. The training will be posted on the Parent Resources section on the main menu page for Broward County Schools. The training will be posted no later than August 29, 2014.	8/29/14	District ESE/SS Division	

The District agrees to implement the following actions during the 2014-2015 school year:	Due Date	Person Responsible	Completed
8. The District ESE/SS will present information regarding the Procedural Safeguards 2013 Brainshark at an ESE Advisory meeting during the 2014-2015 school year. The Disability Rights Florida group will be notified no later than August 29, 2014 of the date that the presentation to ESE Advisory will be made.	8/29/14	District ESE/SS Division	
<p>9. The District ESE/SS Division will develop two (2) Brainshark trainings on Parent Requested Evaluations, one with a parent focus and one developed for school-based professionals. All ESE Specialists and RtI Contacts will be emailed the Brainshark no later than August 29, 2014.</p> <p>Participants will be required to submit an acknowledgement form signed by the school-based administrator to the ESE/SS Division no later than September 29, 2014.</p> <p>The District will provide acknowledgement forms to Disability Rights Florida no later than October 31, 2014.</p> <p>The parent Brainshark training on Parent Requested Evaluations will be posted to the Parent tab on the Broward County Schools website no later than August 29, 2014. Any parent unable to access the online training will be able to access the training at their child's school. School staff will be notified to make the training available for parents at the school site during their training.</p>	<p>8/29/14</p> <p>9/29/14</p> <p>10/31/14</p> <p>8/29/14</p>	District ESE/SS Division	
10. RtI contacts and ESE Specialists at each school site will be provided with a one page Parent Requested Evaluation Sheet that can be provided to any parent upon request.	2014-2015 School Year	RtI Contacts and ESE Specialists	
<p>11. The District ESE/SS Division will develop a Brainshark training on the 20-day Rule provision of Initial Consent by August 11, 2014.</p> <p>The training will be required for all ESE Specialists during pre-planning week. The RtI Contacts will be provided the training no later than September 29, 2014.</p> <p>Both groups will be required to view the training (online sign in sheet) no later than October 15, 2014.</p> <p>Online training lists will be provided to Disability Rights Florida no later than October 31, 2014.</p>	<p>8/11/14</p> <p>9/29/14</p> <p>10/15/14</p> <p>10/31/14</p>	District ESE/SS Division	
12. The Diversity, Prevention & Intervention Department will develop a Brainshark on RtI for all parents with students in Broward County. The Brainshark will be created and posted on the Broward County Schools website parent resources section no later than October 15, 2014.	10/15/14	Diversity, Prevention & Intervention Department	

The District agrees to implement the following actions during the 2014-2015 school year:	Due Date	Person Responsible	Completed
13. The District will provide Disability Rights Florida with links to the following items as they become available/posted: <ul style="list-style-type: none"> a. Link to the online RtI manual b. Link to the online MTSS for Literacy Plan c. Link to Brainsharks for Procedural Safeguards, 20-Day Rule, Parent Requested Evaluations and RtI for Parents. 	2014-2015 School Year	District ESE/SS Division	
14. All School Principals will bring a list of the students at their individual schools who are currently in Tier 3 as of June 6, 2014 to the September Cadre meeting for the 2014-2015 school year and a plan to address the continuation of the interventions for the Tier 3 students at their schools. Provide Disability Rights Florida with a number of students who were identified no later than October 15, 2014.	9/14 10/15/14	School Principals District ESE/SS Division	
Disability Rights Florida agrees to:			
15. Provide the Bureau with a copy of the signed agreement and withdraw the State Complaint filed on June 19, 2014.	6/19/14	Disability Rights Florida	