



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND 23218-2120

July 12, 2023

VIA EMAIL

Dr. Michelle C. Reid, Superintendent
Ms. Dawn Schaefer, Director, Special Education Procedural Support
Ms. Kristina Roman, Coordinator of Due Process and Eligibility
Mr. Rory Duffield, Senior Educational Services Specialist
8270 Willow Oaks Corporate Drive, Second Floor
Fairfax, Virginia 22031

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CORRECTIVE ACTION PLAN UPDATE LETTER

**RE: Systemic Complaint #135 Local Dispute
Resolution**

Letter of Findings (LOF): June 6, 2023

Corrective Action Plan (CAP) Due: July 6, 2023

Dear Dr. Reid, Ms. Schaefer, Ms. Roman, and Mr. Duffield:

The Office of Dispute Resolution and Administrative Services (ODRAS) has received correspondence from FCPS setting forth the corrective action measures taken to address the Corrective Action Plan requested in our June 6, 2023, Letter of Findings. This correspondence was received in our office on June 14, 2023, and July 6, 2023, and has been reviewed by our staff for a determination of completeness.

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Page 2

The CAP issued on June 6, 2023, required the following actions:

- 1) Revise its Student Rights and Responsibilities Handbook to correct the error in options for discipline-related dispute resolution.
- 2) Revise its Special Education Parent Handbook to correct the information about procedural safeguards and to clarify how to request each option.
- 3) Discontinue use or significantly revise the Notice of Appeal document using the findings of this investigation.
- 4) Prior to any publication of revisions, submit the same to VDOE for approval.
- 5) Identify all Students who were the subject of an Administrative Review during the one-year period prior to the issuance of this Letter of Findings.
- 6) Develop a notice to be approved by VDOE and provided to each identified Student's parent that informs parents the issues raised in the Administrative Review may, depending on the particular facts and circumstances, still be addressed through a state complaint, a mediation, or a due process hearing.

Our office received the draft revisions of the Student Rights and Responsibilities Handbook on June 8, 2023, prior to revisions being submitted to the school board for approval. This Office approved those changes on June 14, 2023.

On July 6, 2023, this Office received the additional documents related to this CAP:

- Revised Special Education Parent Handbook (pages 41-44),
- The list of students for whom an administrative review was completed in the past year, and
- A drafted form letter FCPS created to inform parents who utilized the administrative review process in the past year of the additional dispute resolution options.

Our office has determined that the documents provided in reference to this corrective action from FCPS properly responds to the CAP. FCPS should provide the drafted notice to the parents of the five students identified. When this notice is provided, please forward documentation of such provision.

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Page 3

In addition, FCPS has stated in their CAP that the division has ceased using its *Notice of Appeal* form.

Should you have any questions, please contact this office at (804) 225-2013 and/or by fax at (804) 786-8520.

Sincerely,

A handwritten signature in cursive script that reads "Sandra I. Ramsey".

Sandra I. Ramsey, Ed. D.

Compliance and Corrective Action Plan Specialist

Dispute Resolution and Administrative Services

ec: file