**IDEA WRITTEN ADMINISTRATIVE COMPLAINT**

**# 19-27**

**Name of the school system:**

Bartlett City Schools (BCS)

**Description of the violation:**

BCS failed to inform the parent of all LEA invitees to an IEP Team meeting.

BCS incorrectly found a student’s conduct to meet the definition of special circumstances under the IDEA.

BCS changed a student’s placement without holding an IEP team meeting, or amending the current IEP.

**Description of the law or regulation determined to be violated:**

34 C.F.R. §300.322 Parent Participation

34 C.F.R. §300.530 Authority of School Personnel

34 C.F.R. §300.324 Development, review, and revision of the IEP

BCS must correct these violations by implementing the following corrective actions:

1. Provide training for all appropriate staff on the aforementioned regulations no later than 2/15/2020;
2. Within ten (10) days of completion of training provide the department of the agenda, content, and sign-in sheets of participants as documentation of appropriate training content and appropriate staff participation;
3. Convene a MDR and IEP Team meeting within 10 school days on receiving this letter to complete the following;
   1. Review the administrative complaint closure letter with Complainant;
   2. Complete a new MDR regarding Student’s behaviors related to disciplinary action on 9/3/2019;
   3. Discuss the delivery of 28 hours of BASE compensatory education.
4. Within ten (10) days after the IEP team meeting, provide documentation to the department of the team decisions regarding the MDR and plan for delivering the 28 hours of BASE compensatory education; and
5. Within ten (10) days of the completion of compensatory hours, provide the department with documentation of all completed services.

**Final determination of the department:** The Department will monitor and document BCS compliance with corrective measures ordered.