OCR Resolution Agreement #05-14-5003 Timeline

January 15, 2018 – July 1, 2020

DATE	ACTIVITY OR REQUIREMENT	Artifact	Submission Method
2018 Semester Two			
Jan. 15	Discipline Champion identified & submitted	• Name of Discipline Champion	Smartsheet Link https://app.smartsheet.com/b/form/18dfb9b684de46e6a79826be298ceda3
Jan. 30-31	*Mandatory* Train-the-trainer (and building leader) session	• Sign-in sheets (region) • Agenda • PowerPoint • Handouts	
Feb. 7 & 14	*Mandatory* Administrator Training (Part 1)	• Sign-in sheets (region • Agenda • PowerPoint • Handouts	
Feb. 16	District work group established	• Member names/roles • Meeting dates & times • Meeting Location	Smartsheet Link https://app.smartsheet.com/b/form/e04ba6b3e97f4fb884d6fd1b6078c11e
Feb. 16	Student committee established	• Staff member in charge • Member names/grades • Meeting dates & times • Meeting Location	Smartsheet Link https://app.smartsheet.com/b/form/c26cd9c17aaa4527b41bfc5ad8ab9a99

Feb. 16	*Mandatory* All Staff Training (Part 1) **First monthly submission of artifacts**	• Sign-in sheets • Agenda	All Schools email scanned sign-in sheets to: Districtdiscipline@milwaukee.k12.wi.us
Feb. 23	**Make-up** *Mandatory* All Staff Training (Part 1)	• Sign-in sheets • Agenda	All Schools email scanned sign-in sheets to: Districtdiscipline@milwaukee.k12.wi.us
Feb. 28	**DISTRICT REPORT TO OCR** Evidence that student committee have been established & summary of initial activities Evidence that workgroups have been established & summary of initial activities Evidence that informational programs for parents/guardians have been scheduled Summary of Discipline Training – Part 1 (March 30 deadline – submitting early)		
March 7 & 14	Administrator Training - • Data Monitoring Tools for Schools/Committees • Plan to Identify Behaviorally At-Risk Students	• Sign-in sheets (region) • Agenda • PowerPoint Handouts	
March 12, 16, & 19	*Mandatory* Train-the-trainer (and building leader) session	• Sign-in sheets (region) • Agenda • PowerPoint Handouts	
March 28	*Mandatory* **Second monthly submission of artifacts**	Student Committee • Meeting Agenda/ • Sign-in • Minutes Discipline Work Group • Meeting Agenda • Sign-in • Minutes	Qualtrics Link http://tinyurl.com/ocr-reporting

March 30	**District Report to OCR** Documentation of the data collection system to be used		
April 15	**District Report to OCR** Assessment of staffing levels & class sizes Plan for tailoring school-based services Process for identifying behaviorally at-risk students & support for school staff to meet the needs of students identified Timeframes for hiring additional personnel if required		
April 20	*Mandatory* All Staff Training (Part 2)	• Sign-in sheets • Agenda	All Schools submit sign-in sheets & agendas to Qualtrics Link **no later than 4:00 p.m.**: Qualtrics Links Check for Understanding Link: https://tinyurl.com/District-Training2 Artifact Upload: https://tinyurl.com/districtartifact2
April 23 -27	**Make-up** *Mandatory* All Staff Training (Part 2)		
April 30	*Mandatory* **Third monthly submission of artifacts**	Student Committee • Meeting Agenda/ • Sign-in • Minutes Discipline Work Group • Meeting Agenda • Sign-in • Minutes	Qualtrics Link http://tinyurl.com/ocr-reporting ***REQUIRED*** Recommendations & Suggestions for Improvement of District Policy & Procedures for Student Discipline must be included in this submission.
May 30	*Mandatory* **Fourth monthly submission of artifacts**	Student Committee • Meeting Agenda/ • Sign-in • Minutes Discipline Work Group • Meeting Agenda • Sign-in • Minutes	Qualtrics Link http://tinyurl.com/ocr-reporting Final Committee Reports – Observations, recommendations for the next committee, and feedback on the overall process.

2018 Summer

	District Report to OCR
June 30	Name of Discipline Supervisor/Manager and qualifications Implementation of notice requirements Document taken for implement the plan identified in resolution item #2 Response to student committee reports Definitions & revision (if applicable) to student discipline policies, practices, & procedures Data specific review & evaluation of district implementation of student discipline policies, practices, & procedures AND subsequent action plans. Documentation of meetings (regional/principal) discussing disproportionality in resolution item #10

2018/2019 Semester One

September 14	**District Report to OCR** Documentation of revised policy implementation Evidence that revised policies, practices, & procedures have been shared with stakeholders (posted in each school & district website)		
October 1	District work group established	• Member names/roles • Meeting dates & times • Meeting Location	Qualtrics Link http://tinyurl.com/ocr-reporting
October 1	Student committee established	• Member names/roles • Meeting dates & times • Meeting Location	Qualtrics Link http://tinyurl.com/ocr-reporting
October 15	**DISTRICT REPORT TO OCR DUE** Evidence that student committee have been established & summary of initial activities Evidence that workgroups have been established & summary of initial activities Evidence of discipline training		

2019 Semester Two

February 15	**DISTRICT REPORT TO OCR DUE** Evidence that informational programs for parents/guardians have been conducted (suggestions or reports provided by parent AND district response)

April 15	**Student Discipline Committees** **(High School/Middle School)** • Submit presentation for the May 7 Leadership Summit	**Smartsheet Link** https://app.smartsheet.com/b/form/229356628ff6432098aacee23f54ef60
April 30	**School Discipline Workgroups** • Prepare written summary of recommendations/suggestions to present to the Superintendent • Develop plan for implementation of suggestions/recommendations	**Smartsheet Link** https://app.smartsheet.com/b/form/4c8b9f4d5c5842c1aab5c4a3e7255179

June 30	**District Report to OCR** 1. Discipline Supervisor/Manager and qualifications • 2018-19 – evidence that name/contact info of manager was posted to the district website • 2019-20 - Provide the name & qualifications of the 19-20 Discipline Manager, evidence of inclusion in district website, handbook, and discipline documents 2. Early Identification of Students At-Risk for Behavioral Difficulties & Early Intervention • Assessment of staffing levels, class sizes and student-teacher ratios • Timeframe to hire more guidance counselors, SSWs, safety, and/or mental health workers • Update of school-based services offered in 2018-19 3. Student Discipline Committees • District's response to student recommendations • Plan for implementing committee suggestions (response to May 7 recommendations) 4. School Work Group • Update on recommendations from the 2017-18 responses • District response to 2018-19 recommendations • Plans to implement recommendations • School leader plans for implementing recommendations 5. Parent Programs • Identify step to increase parent participation in 2019-20 meetings 6. Policies & Procedures • Revised 2019-20 Code of Conduct • Criteria for selection of the action levels within the code of conduct • Clarification of the requirement for alternatives to removal from class to be utilized 7. Staff Training

	8. Data Collection – **NO JULY requirement**		
	9. Data Evaluation		
	• Summary review of 2017-18 data (disproportionality, referrals to expulsion, etc.)		
	• Summary of response to 2017-18 data (What have we done in 2018-19)		
	• Review of 2018-19 data (disproportionality, referrals to expulsion, etc.)		
	10. Response to Data Evaluation		
	• Causes of & steps to eliminate disproportionality		
	• Outline of the District's next steps for the 2019-20 school year		

2019 Summer

2019 Semester One

October 1	District work group established	• Member names/roles • Meeting dates & times • Meeting Location	TBD
October 1	Student committee established	• Member names/roles • Meeting dates & times • Meeting Location	TBD
October 14	**DISTRICT REPORT TO OCR DUE** Evidence that student committee have been established & summary of initial activities Evidence that workgroups have been established & summary of initial activities Evidence of discipline training		

2020 Semester Two

February 14	**DISTRICT REPORT TO OCR DUE** Evidence that informational programs for parents/guardians have been conducted (suggestions or reports provided by parent AND district response)		

2020 Summer

	District Report to OCR
July 1	Name of Discipline Supervisor/Manager and qualifications Implementation of notice requirements Document taken for implement the plan identified in resolution item #2 District response to student committee reports District response to work group reports Data specific review & evaluation of district implementation of student discipline policies, practices, & procedures AND subsequent action plans. Documentation of meetings (regional/principal) discussing disproportionality in resolution item #10