Instructions for Completing the 2022 Division 22 Standards Assurances Process

Each year, districts engage their local School Board in a review of the administrative rules contained in OAR chapter 581, Divison 22 (Division 22 Standards). This annual practice is one of the ways we commit to providing a high quality educational experience and equitable opportunities for all students in our care. It provides an opportunity for school districts to demonstrate compliance with rigorous standards, reflect on areas in need of attention and alignment, and plan for how to address them. As part of our shared responsibility to provide quality service for our students and communities, this system promotes reciprocal accountability between school districts and the Oregon Department of Education (ODE).

This is the annual Division 22 Standards Assurances timeline and process:

- **By November 1, 2022**: School district superintendents report to their local School Board (in an oral presentation at an open public meeting) the district's compliance with all Division 22 Standards in effect for the preceding 2021-22 school year. ODE also recommends that superintendents inform the local School Board if there have been any recent changes in policy or practice that may take the district out of compliance with any of the Division 22 Standards during the current school year (2022-23).
- **By November 1, 2022:** School districts post the Community Report on Compliance with Public School Standards to their website.
- **By November 15, 2022**: School districts complete and submit the annual, online ODE Division 22 Standards Assurance Form.

To support school districts in completing their report to the school board and community, ODE has developed a Community Report Template that meets WCAG 2.0 accessibility criteria. **Note: Districts are required to use this report template and to post it on the district website.**

This document provides instructions on how to complete the Community Report Template and how to submit assurances to ODE through the online submission form.

Contents

Completing the Division 22 Standards Community Report Template

The Division 22 Standards Community Report Template provides a summary of the school district's compliance with each of the Division 22 Standards. The template is organized into four major categories, and multiple subcategories as shown in the following chart. Within each category, the standards are organized in numerical order.


For each of the Division 22 standards, the template includes three columns:

1. Compliance Status
2. Explanation/Evidence
3. Corrective Action Plan & Timeline

Compliance Status

For each standard, the template provides a dropdown menu for the school district to choose the compliance status on each rule for the 2021-22 school year, as shown in the screenshot to the right. There are three status choices: "In compliance," "Out of compliance," and "Implementing Corrective Action." Districts that were in the process of implementing corrective action at any point during the previous school year should indicate that on the report. Also, because there are some rules that do not apply to a K-8 district, an additional status choice is available for more accurate reporting on select rules.
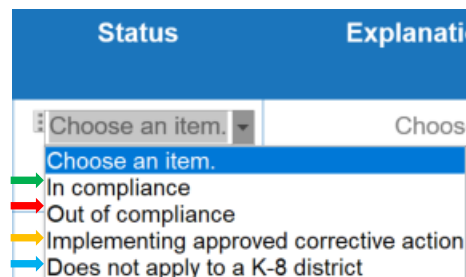
"In compliance" has been pre-selected as the default choice for all rules, with the exception of any rules that have been waived. If the district's status on a rule is something other than "In compliance," the district will need to select a different choice from the status dropdown.

When determining compliance status, school districts should first carefully review the standard, and then consult the Status Determination Flowchart for guidance on which status is appropriate for the district's individual circumstances.

Each of the status choices has corresponding options in the other two columns of the table; the aligned option(s) are indicated in each of the screenshots with colored arrows: green indicates the choice(s) aligned with "In compliance," red with "Out of compliance," yellow with "Implementing approved corrective action," and blue with "Does not apply to a K-8 district."

Explanation/Evidence

The dropdown menu in the Explanation/Evidence column provides the school district with four choices, as shown in the screenshot below.
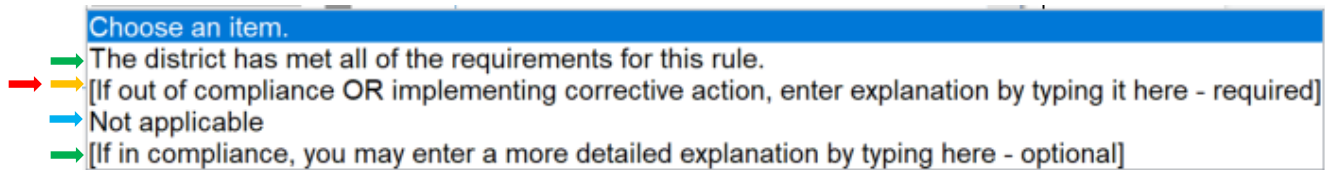
In compliance ➡

If the reporting status for a rule is "In compliance," the standard explanation is pre-selected: "The district has met all of the requirements for this rule." If the district chooses to provide a more detailed explanation and/or include evidence, they may select the fourth option in the list: "If in compliance, you may enter a more detailed explanation by typing here – optional." The size of the cell will automatically adjust to fit the amount of new text that is added. You can also adjust the font size.

### Out of compliance ➡ or Implementing approved corrective action ➡

The district is required to enter an explanation in this column for any rule on which it has reported either "Out of compliance" or "Implementing approved corrective action." The second option in the dropdown menu will allow you to type the explanation in the cell, and the size of the cell will automatically adjust to fit the amount of new text that is added. In both cases, the explanation should provide context for why the district is/was out of compliance.

Does not apply to a K-8 district ➡

If a K-8 district selected "Does not apply to a K-8 district" for a rule, "Not applicable" would be the appropriate choice for the corresponding Explanation/Evidence column.

Proposed Corrective Action Plan & Timeline *(not required for "in compliance" rules)*

The dropdown menu in the Corrective Action Plan & Timeline column provides the school district with three choices, as shown in the screenshot below.
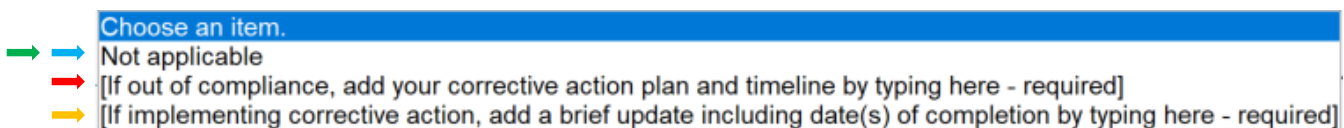
In compliance ➡ or Does not apply to a K-8 district ➡

If the reporting status is "In compliance," the district should maintain the pre-populated choice of "Not applicable" in the Corrective Action Plan & Timeline column. This is also the appropriate choice for a K-8 district that selected "Does not apply to a K-8 district" as the status for a rule.

Out of compliance ➡

If the district status for a rule is "Out of compliance," the district is required to enter a proposed corrective action plan and timeline. The second option in the dropdown menu will allow you to enter the school district's proposed corrective action plan to come into compliance by the beginning of the 2023-24 school year. The size of the cell will automatically adjust to fit the amount of new text that is added. You can also adjust the font size.

Implementing approved corrective action ➡

If the district status for a rule is "Implementing approved corrective action," the district is required to include a brief update on the status of the corrective action, including date(s) of completion. The third option in the dropdown menu will allow you to type the update in the cell, and the size of the cell will automatically adjust to fit the amount of new text that is added. You can also adjust the font size.

Sample Responses

Below are sample responses to illustrate how to complete the Division 22 Standards Community Report Template with the three status choices other than "In compliance." Note that the "Implementing approved corrective action" and "Out of compliance" examples include sample text that a district would type into the field.

Districts with extensions in place for 2021-22

The second row in the sample table below (Instructional Materials Adoption rule) provides an example of how a district that had an approved extension in place would complete each field. School districts should consult the Status Determination Flowchart for guidance on which status is appropriate for the district's individual circumstances.

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2000 Diploma Requirements	Does not apply to a K-8 district	Not applicable	Not applicable
581-022-2355 Instructional Materials Adoption	Implementing approved corrective action	Due to the recession and lost revenue streams, the District became out of compliance. We postponed the adoption of new materials while deliberately investing fiscal resources and developing a plan to become fully compliant. The district reported out of compliance on the 2019-20 assurances.	Shifting priorities due to COVID resulted in us having to adjust our timeline. We were granted an extension to complete corrective action by August 1, 2022. We finished our math adoption and curriculum alignment work in May 2022.
581-022-2305 District Assurances of Compliance with Public School Standards	Out of compliance	The district did not meet the November 1 deadline for reporting to the school board and posting the report online.	The district presented its Division 22 compliance report at the November 27 board meeting and then posted the report on the district website in January 2022. For the current year's assurances, the district reported to the board at the October meeting and met the Nov 1 deadline.

Posting the Community Report on the District Website

Districts are required to post the community report on the district website by November 1, 2022. Here are some considerations to keep in mind when deciding where and how to post the report:

- **How easy is it to locate the report?** Is it linked from the main page? Is it searchable?
- **How is the report labeled/titled?** The title "Community Report on Compliance with Public School Standards" provides a clearer description of the content than the title "Division 22 Report."
- **What format is the report posted in?** Posting the report as a PDF is the best option in terms of accessibility. ODE provides the report template as a Microsoft Word file to ensure it meets WCAG 2.0 accessibility criteria; accessibility will also be maintained after it is converted to a PDF.
  - Keep in mind that if viewers do not have Microsoft Word, they will be unable to open a file in that format. To convert a Word document to a PDF, simply choose "Save As a PDF" or reach out to Division22@ode.oregon.gov for support.
  - Another option is to upload and post the document as a Word.docx file in Google Drive. Google does not have a built-in accessibility checker; however, accessibility of the Word template should be maintained after uploading to Google Drive, as long as it is not converted to a Google Doc.
- **Are there other languages that the report should be posted in?** Translated versions of the template are available in Spanish, Russian, Chinese, Vietnamese, Somali and Arabic.
- **Are there other communication channels the district can use to increase awareness in the school community about the standards and the district's report?** Possibilities include an item in the news section of the website, a monthly newsletter, blog or vlog, weekly bulletin, social media post, etc.
- **How might the report be strengthened by including a district specific explanation or evidence of compliance?** Consider that this report offers an opportunity to demonstrate transparency and build trust with the community.

Completing and Submitting the Online Division 22 Standards Assurances Form

After making a report to the local School Board and posting the report online, school districts must submit their annual Division 22 Standards Assurances to ODE using the online Division 22 Standards Assurances Form. The Form includes three sections:

1. Contact Information
2. Report to the Community
3. Compliance Review

Note: School districts must complete their online submission in a single session; the online form does not allow for saving responses across multiple sessions. ODE recommends that the submitter gather all of the information ahead of time; the Division 22 Standards Community Report Template may be used for this purpose. Submitters will also need to have a copy of the local school board minutes and the link to the location of the report on the website.

Contact Information

At the top of the screen, the Division 22 Standards Assurances Form asks the submitter to provide the following information:

- District
- Name
- Job Title
- Email
- Phone

All of these fields are required. The district field has a drop-down menu from which to select the applicable school district. The remaining fields (name, title, email, and phone) are fillable fields for the submitter to provide their contact information. ODE will use this information to follow up on any questions regarding the school district's submission.

Report to the Community

Step 1: The Report to the Community section of the Division 22 Standards Assurances Form asks the school district to certify that:

- The school district made a report on its Division 22 compliance to the district school board in an oral presentation at an open public meeting, allowing for public comment, by November 1, 2022.
- The second question in this section requires the school district to upload a copy of the local board meeting minutes where the Division 22 Standards Assurances Report was shared.
- If the meeting minutes are not yet available to be uploaded, a "placeholder" document may be used that includes a timeline for when the district will submit the meeting minutes. Please note that a meeting agenda is not sufficient, but may be used as a placeholder until minutes are available.

> **Report to the Community**
>
> By November 1 of each year, school district superintendents are required by OAR 581-022-2305: District Assurances of Compliance with Public School Standards to report to their community the district's standing with respect to all of the Standards for Public Elementary and Secondary Schools as set out in Oregon Administrative Rules Chapter 581, Division 22. The report must be presented to the school board of the district in an oral presentation at an open public meeting, allowing for public comment, and it must be posted on the district's webpage.
>
> **The district made a report on its Division 22 compliance to the district school board in an oral presentation at an open public meeting, allowing for public comment, by November 1.** *
>
> ○ Yes   ○ No
>
> **Upload a copy of your local board minutes to document when the report was shared with the community.** *
>
> Drag and drop files here or browse files

Step 2: Next, the Report to the Community section asks the school district to certify that:

- The school district posted a copy of the report, using the form provided by ODE, on the school district's website by November 1, 2022;
- The Report to the Community section provides a fillable field that requires the school district to enter a link to the exact location on the district website where the school

> **The district posted a copy of the report, using the form provided by ODE, on the district website by November 1.** *
>
> ○ Yes   ○ No
>
> **Provide the link for the exact location where the report is posted on the district website.** *
>
> ODE will be linking to each district's report from our Division 22 webpage, so please provide a direct link.

district has posted its Division 22 Assurances Report. **ODE links to each district's report from the agency's Division 22 webpage, so it is important to provide a direct link.**
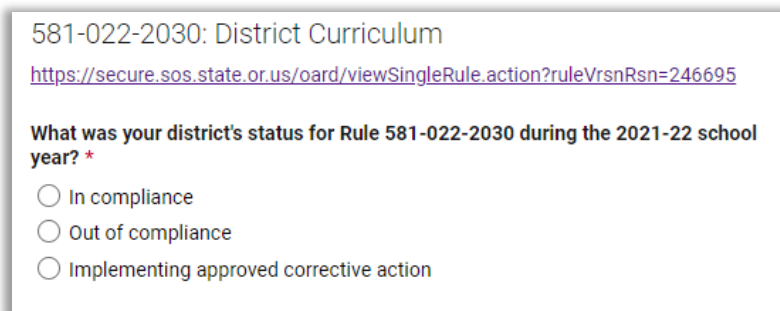
Compliance Review

The Compliance Review section of the Division 22 Standards Assurances Form mirrors the structure of the Division 22 Standards Community Report Template in two ways.

1. The rules are organized into categories and subcategories. The order of the rules should be identical to what is in the community report, with the exception of any waived rules. Rules that were waived for 2021-22 are included in the Community Report, but not on the online form, as districts do not need to report on those rules to ODE.
2. The information that the district must provide for each rule is consistent for both the community report and the online form.

Note: The school district may copy and paste information from the corresponding sections of the Division 22 Standards Community Report when completing the ODE form. However, ODE recommends that the submitter carefully reviews each standard as it completes the form to avoid transcription errors (e.g., entering information on the wrong standard).

The Compliance Review section consists of up to three steps for each standard, depending on which status is chosen:

Step 1: The Compliance Review section asks what the school district's compliance status was for the rule during the 2021-22 school year and requires the school district to click "In compliance," "Out of compliance," or "Implementing approved corrective action." Some rules also have the additional option of "Does not apply to a K-8 district."

Steps 2 and 3 are only required for those standards with which the school district reports "Out of compliance" or "Implementing approved corrective action." The additional fields will not populate for districts that report "In compliance" or "Does not apply to a K-8 district."

Step 2a: "Implementing approved corrective action"

For standards on which the school district reports "Implementing approved corrective action," the Compliance Review section prompts the district to provide a brief update on implementation of the district's corrective action plan, including the date(s) of completion. The information from the Corrective Action Plan & Timeline column on the Division 22 Standards Community Report Template may be used to populate this field. If the school district has already provided ODE with an update and confirmation of completion of the corrective action by email, the district may reference that communication in this field, as shown in the screenshot below.

> **Please provide a brief update on implementation of the district's corrective action plan, including the date(s) of completion. ***
>
> An update and confirmation of completed corrective action was sent to ODE via email on July 22, 2022.

Step 2b: "Out of compliance"

For standards with which the school district was out of compliance during the 2021-22 school year, the Compliance Review section first prompts the school district to provide an explanation of why the school district was out of compliance. This question corresponds with the Explanation/Evidence section in the Division 22 Standards Community Report Template.

> **Please provide an explanation of why the school district was out of compliance during the 2021-22 school year. ***

Step 3: "Out of compliance"

For standards with which the school district was out of compliance during the 2021-22 school year, the Compliance Review section also prompts the school district to provide a description of the proposed corrective action plan and planned timeline to come into compliance by the beginning of the 2023-24 school year. This question corresponds with the Corrective Action Plan & Timeline section in the Division 22 Standards Community Report Template.

> **Please provide a description and a timeline for the school district's proposed corrective action plan to come into compliance by the beginning of the 2023-24 school year. ***

Submitting the Division 22 Assurances Form

Once the school district has completed the entire Division 22 Standards Assurances Form, the school district is ready to submit the form to ODE by clicking the SUBMIT button at the bottom of the form. If any required fields are blank, the form will identify incomplete sections and prompt the submitter to go back and complete all required fields.

Before clicking SUBMIT, the submitter may also check a box to be sent a copy of the school district's responses. Doing so will generate an email sent to the submitter's email account that includes the full submission embedded in the body of the email. **ODE recommends that districts check this box, so that they have ready access to a copy of the responses as submitted.**

> ☐ Send me a copy of my responses
>
> Submit